

**Carson City Culture & Tourism Authority  
Agenda Report**

**Date Submitted:** 09/05/18

**Agenda Date Requested:** 09/10/18

**Time Requested:** 15 Minutes

**To:** Carson City Culture & Tourism Authority - Board of Directors

**From:** Chris Kipp, Operations Manager

**Subject Title: For possible action to approve CTA Statement of Accounts Payable Checks and P-Card Report for July, 2018**

**Staff Summary:** The CTA Board will review an account activity statement for Accounts Payable Checks for July, 2018 totaling \$69,014.08 and p-card purchases for July, 2018 totaling \$8,732.15 and make a determination whether they approve of the statement.

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

**Recommended Board Action:** I move to approve the CTA Account Activity Statement of Accounts Payable Checks and P-Card charges for July, 2018.

**Applicable Statute, Code, Policy, Rule or Regulation:** n/a

**Fiscal Impact:** n/a

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Supporting Material:** CTA Account Activity Statement of Accounts Payable Checks and P-Card Reports for July, 2018

**Prepared By:** Chris Kipp, Operations Manager

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
1000206	07/31/18	12086	BANK OF AMERICA	PCARD CHARGES 06/05/18-07/04/18	16,979.06
379264	07/13/18	2665828	CARSON CITY SQUARE, LLC	2018 JUL RENT	4,882.00
379264	07/13/18	2665828	CARSON CITY SQUARE, LLC	05/03/18-06/05/18 GAS UTILITIES	38.90
379128	07/06/18	15638	COMPUTER ARTISTRY	06/14/18-06/27/18 DESIGN WORK	715.00
379450	07/20/18	15638	COMPUTER ARTISTRY	07/01/18-07/10/18 DESIGN WORK	828.75
379139	07/06/18	2666800	DODGE, KELLY	SOUND FOR THE LIQUE AT EPIC RIDES	500.00
379290	07/13/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
379148	07/06/18	2666772	GENSHEIMER, KURT	HWY 50 MTB ROAD TRIP FAM	15,000.00
379488	07/20/18	2665726	HORVATH, KYLE	REIMBURSEMENT FOR TRAVEL FUEL & MEALS	57.56
379672	07/27/18	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 212 RENT AUG 2018 & JUN ELECTRIC	758.17
379499	07/20/18	2664082	KIPP, CHRISTINE	JAN, FEB, MAR, MAY & JUN RTT MEETING MEALS	180.00
379306	07/13/18	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	06/26/18-07/25/18 MAINTENCE AGREEMENT DUPLO	1,137.50
379681	07/27/18	2666568	KONICA MINOLTA PREMIER FINANCE	07/01/18-07/31/18 PRINTER & DUPLO CUTTER LEASE	3,475.43
379163	07/06/18	2665980	MADDEN MEDIA	1/2 PG AD IN NEVADA MANDRIN INSERT	1,312.40
379703	07/27/18	1909450	NEVADA DEPT OF TAXATION	3/8% LODGING TAX FOR MAY 2018	6,734.64
379335	07/13/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 06/22/18-06/28/18	2,520.00
379335	07/13/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 06/29/18-07/05/18	2,520.00
379713	07/27/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 07/06/18-07/12/18	2,520.00
379713	07/27/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 07/13/18-07/19/18	2,520.00
379544	07/20/18	13957	NV ENERGY	05/30/18-06/28/18	355.09
379554	07/20/18	1602505	PITNEY BOWES INC.	04/30/18-07/29/18	275.07
379361	07/13/18	10550	SIERRA NEVADA MEDIA GROUP	LEGAL AD FOR FY18 AUGMENTED BUDGET	171.76
379580	07/20/18	10550	SIERRA NEVADA MEDIA GROUP	06/01/18-06/30/18 TARGETED INTERNET ADS	5,000.00
379601	07/20/18	2666174	VERITIV OPERATING COMPANY	PAPER	507.75
					69,014.08

**CCVB P-Card Report**

CH Full Name Exactly Matches 'null'  
 Company Name City of Carson City  
 Post Date Between 2018-07-05 00:00:00 and 2018-08-03 23:59:59  
 Report Owner KIPP, CHRISTINE  
 Report Time 2018-09-03 14:14:53  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
07/04/2018	TAHOE WEEKLY	985.00	740-7201-450-05-42-	HALF PAGE COLOR AD
07/04/2018	INTUIT IN SIMPLEVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 07/01/18-07/30/18
07/05/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
07/10/2018	VZWLSS APOCC VISB	240.87	740-7200-413-07-10-	05/20/18-06/19/18 FY18
07/11/2018	OFFICE DEPOT #973	70.46	740-7201-450-06-25-	FOLDERS, STAPLES, MARKERS
07/13/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
07/14/2018	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201807 yourexperiencestartshere.co mBusinessPackage 07/18/18 - 08/17/18
07/18/2018	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	
07/20/2018	WAV AMERICAN ROAD MAG	2,300.00	740-7201-450-05-42-	1/2 PG AD IN SUMMER 2018 ISSUE
07/21/2018	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	07/20/18-08/19/18 CREATIVE SUITE MEMBERSHIP
07/23/2018	MAILCHIMP MONTHLY	135.00	740-7201-450-05-42-	2018 07 LIST CHARGE 12,801-25,000
07/24/2018	KEI SUSHI	47.45	740-7201-450-06-25-	EVENT MEETING MEAL
07/27/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
07/31/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
08/01/2018	INTUIT IN SIMPLEVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 08/01/18-08/30/18
08/01/2018	ISTORAGE-50 EAST	79.00	740-7200-413-04-40-	Unit F14 2018 AUGUST
08/02/2018	CHARTER COMM	39.99	740-7200-413-07-10-	07/20/18-08/19/19 FAX, INTERNET & TV
08/02/2018	CHARTER COMM	218.61	740-7211-450-06-25-	07/20/18-08/19/19 FAX, INTERNET & TV
08/02/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
report count:	19	8,732.15		