

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

Date Submitted: 03/06/19

Agenda Date Requested: 03/11/19

Time Requested: 10 Minutes

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

From: David Peterson, Executive Director

Subject Title: For possible action to approve CTA Statement of Accounts Payable Checks and P-Card Report for January, 2019

Staff Summary: The CTA Board will review an account activity statement for Accounts Payable Checks for totaling \$59,024.03 and p-card purchases totaling \$12,259.20 for January 2019.

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 January, 2019.

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 January, 2019

Prepared By: Chris Kipp, Operations Manager

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
384297	01/25/19	2664957	ALL WORLD SPORTS	2019 ALL WORLD MARKETING CAMPAIGN	20,000.00
384307	01/25/19	2663516	ALLSTREAM	2018 DEC TELEPHONE	18.94
1000213	01/31/19	12086	BANK OF AMERICA	PCARD CHARGES 12/05/18-01/04/19	9,701.81
383968	01/11/19	15638	COMPUTER ARTISTRY	12/11/18-12/31/18 DESIGN WORK	747.50
384357	01/25/19	15638	COMPUTER ARTISTRY	12/31/18-01/14/19 DESIGN WORK	747.50
383980	01/11/19	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
384389	01/25/19	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	143.85
384403	01/25/19	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 305 RENT FEB 2019 (LESS DEPOSIT)	334.21
384001	01/11/19	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	12/26/18-01/25/19 ACCURIO PRESS MAINT. AGREEMENT	1,137.50
384413	01/25/19	2666568	KONICA MINOLTA PREMIER FINANCE	01/01/19-01/31/19 PRINTER & DUPLO CUTTER LEASES	3,475.43
384028	01/11/19	1404650	NEVADA MAGAZINE	2019 JAN/FEB ISSUE HALF PAGE AD	1,950.00
384029	01/11/19	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 12/27/18	4,865.00
383896	01/04/19	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 12/21/18-12/27/18	2,520.00
384031	01/11/19	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 12/28/18-01/03/19	2,520.00
384226	01/18/19	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 01/04/19-01/10/19	2,520.00
384457	01/25/19	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 01/11/19-01/19/19 - FINAL	2,646.00
384227	01/18/19	13957	NV ENERGY	11/29/18-12/31/18	277.06
384238	01/18/19	1602505	PITNEY BOWES INC.	10/30/18-01/29/19 POSTAGE MACHINE	195.66
384057	01/11/19	1603500	PONDEROSA STAMP & ENGRAVING	NAME PLATE	9.00
384472	01/25/19	1603500	PONDEROSA STAMP & ENGRAVING	NAME PLATE & PLAQUES	181.68
384474	01/25/19	11658	PURCHASE POWER	POSTAGE METER	7.90
384254	01/18/19	10550	SIERRA NEVADA MEDIA GROUP	12/01/18-12/31/18 TARGETED INTERNET ADS	4,999.99
					59,024.03

CCCTA P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2019-01-05 00:00:00 and 2019-02-04 00:00:00
 Report Owner KIPP, CHRISTINE
 Report Time 2019-03-05 22:48:35
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
01/04/2019	PAYPAL AMA RENO	26.49	740-7201-450-03-30-	How downtown Reno Partnership Plans to Turn Downto
01/04/2019	Travel & Tourism Resea	655.00	740-7201-450-05-45-	ORGANIZATION MEMBERSHIP
01/04/2019	AMZN Mktp US MB6JQ3OK1	223.50	740-7200-413-06-25-	WIRELESS HEADSET
01/07/2019	SQU SQ ACCURATE MOBIL	110.00	740-7200-413-06-25-	FIX DOOR LOCK, 4 DUPLICATE KEYS
01/08/2019	CARSON CITY CHAMBER OF	150.00	740-7201-450-06-25-	Exclusive Grand Re-Opening Community Center
01/08/2019	CARSON CITY CHAMBER OF	40.00	740-7200-413-06-25-	Soup's On - State of the City Address
01/10/2019	VZWRLSS APOCC VISB	552.40	740-7200-413-07-10-	12/20/18-01/19/19 & NEW PHONE
01/16/2019	PAYPAL AMA RENO	36.69	740-7201-450-03-30-	Pricing Creativity - A Keynote Speech by Win Witho
01/17/2019	GATHER	51.15	740-7230-450-06-25-	EPIC RIDES - OFF ROAD MEETING MEAL
01/18/2019	FLAVORS OF INDIA	50.00	740-7201-450-06-25-	
01/18/2019	ADT SECURITY 401131352	47.89	740-7211-450-06-25-	01/18/19 - 02/17/19
01/19/2019	UPS 1ZTW733W0320026214	13.06	740-7201-450-06-25-	SHIPPING
01/19/2019	WESTSIDE POUR HOUSE	54.50	740-7201-450-06-25-	NV TOURISM MEETING MEAL
01/19/2019	UPS 2960H3S8P6K	6.90	740-7201-450-06-25-	SHIPPING
01/19/2019	UPS 1ZTW75P30300007811	15.44	740-7201-450-06-25-	SHIPPING
01/19/2019	UPS 2940H0S1R6K	6.90	740-7201-450-06-25-	SHIPPING
01/21/2019	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING TOURISM
01/21/2019	ADOBE CREATIVE CLOUD	79.99	740-7201-450-05-45-	01/20/19-02/19/19 CREATIVE SUITE MEMBERSHIP
01/23/2019	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2019 01 LIST CHARGE 12,801-25,000
01/24/2019	4IMPRINT	428.54	740-7201-450-06-25-	Reinforced Handle Plastic Bags
01/24/2019	WPY TRAVEL INDUSTRY I	1,904.00	740-7201-450-05-45-	THE PINEAPPLE TREND REPORT, TRAVEL SMART NEWS. SUB
01/26/2019	MAVERIK #569	17.30	740-7201-450-06-25-	MARKETING MEETING & EVENTS FUEL
01/28/2019	WACVB	515.00	740-7201-450-05-45-	01/28/19-06/30/19 DMA

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
01/29/2019	SQU SQ COMMA COFFEE	6.46	740-7201-450-06-25-	MEMBERSHIP
01/29/2019	WACVB	400.00	740-7201-450-03-30-	VISIT CARSON VALLEY MEETING MEAL
01/29/2019	PINNACLE PINS	495.00	740-7201-450-06-25-	DMA West 2019 Tech Summit ticket
01/29/2019	SOUTHWES 5269829072506	20.00	740-7201-450-05-80-	Custom Lapel Pins
01/29/2019	SOUTHWES 5269829072505	20.00	740-7201-450-05-80-	DMA WEST 2019 TECH SUMMIT - FLIGHT
01/29/2019	SOUTHWES 5262433408186	495.00	740-7201-450-05-80-	DMA WEST 2019 TECH SUMMIT - FLIGHT
01/30/2019	OFFICE DEPOT 1135	137.80	740-7200-413-06-01-	DMA WEST 2019 TECH SUMMIT - FLIGHT
01/31/2019	PAYPAL SIERRANEVAD	32.64	740-7201-450-06-25-	OFFICE SUPPLIES
02/01/2019	OFFICE DEPOT #973	110.77	740-7200-413-06-01-	PRSA luncheon
02/01/2019	SOUTHWES 5262434828677	30.00	740-7201-450-05-80-	VG ENEVELOPES,
02/01/2019	ISTORAGE-50 EAST	88.00	740-7200-413-04-40-	DMA WEST 2019 TECH SUMMIT - FLIGHT
02/01/2019	REDS OLD 395 GRILL	38.46	740-7201-450-06-25-	Unit F14 2019 FEBRUARY
02/01/2019	Ink - We are Travel Me	3,500.00	740-7201-450-05-42-	BIKE MONKEY PROSPECT RIDE MEETING MEAL
02/02/2019	OFFICE DEPOT 1135	(22.99)	740-7200-413-06-01-	1/2 PG AD IN THE NATIONAL
02/02/2019	CHARTER COMM	37.49	740-7200-413-07-10-	0871277011019 01/20/19-02/19/19 FAX, INTERNET & TV
02/02/2019	CHARTER COMM	222.82	740-7211-450-06-25-	0871277011019 01/20/19-02/19/19 FAX, INTERNET & TV
02/04/2019	INTERNATIONAL TRANSACTION	28.00	740-7201-450-06-25-	INTERNATIONAL TRANSACTION FEE
02/04/2019	REACHLOCAL	1,000.00	740-7201-450-05-42-	GEOFENCE MARKETING
report count:	41	12,259.20		