

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

**Date Submitted:** 04/03/19

**Agenda Date Requested:** 04/08/19

**Time Requested:** 10 Minutes

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

**From:** David Peterson, Executive Director

**Subject Title:** Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks and P-Card Report for February 2019

**Staff Summary:** The CTA Board will review an account activity statement for Accounts Payable Checks for totaling \$151,683.06 and p-card purchases totaling \$11,163.59 for February 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 February, 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 February, 2019

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

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
1000214	02/28/19	12086	BANK OF AMERICA	PCARD CHARGES 01/05/19-02/04/19	12,320.32
385170	02/15/19	12022	CARSON CITY DOWNTOWN MERCHANTS ASSC	DBA MEMBERSHIP 01/01/19-12/31/19	50.00
385172	02/15/19	2665828	CARSON CITY SQUARE, LLC	2019 FEB RENT	5,034.00
385172	02/15/19	2665828	CARSON CITY SQUARE, LLC	12/05/19-01/07/19 GAS UTILITIES	456.73
384612	02/01/19	2665699	CARSON NOW LLC	2019 JAN NOW AD MENU LINK	540.00
384615	02/01/19	4583	CERTIFIED FOLDER DISPLAY SERV.	DISTRIBUTION 02/01/19-06/30/19	3,497.97
385184	02/15/19	15638	COMPUTER ARTISTRY	01/15/19-01/28/19 DESIGN WORK	682.50
385194	02/15/19	2666136	EPIC RIDES	2019 CC OFF-ROAD HOST FEE PMT 2 OF 2	28,940.50
385196	02/15/19	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
385320	02/22/19	2666960	CARSON VALLEY SIGNS	UPDATE DOOR SIGNAGE	44.50
385219	02/15/19	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	01/26/19-02/25/19 ACCURIO PRESS MAINT. AGREEMENT	1,137.50
384643	02/01/19	15605	MUSCLE POWERED	PAYMENT FOR ARTISTIC BIKE RACKS	16,802.00
384644	02/01/19	2665354	NEVADA COMMISSION FOR THE V&T	ANNUAL DISBURSEMENT OF V&T CAP PROJECTS CARRY OVER	65,000.00
384645	02/01/19	1909450	NEVADA DEPT OF TAXATION	3/8% LODGING TAX FOR NOV 2018	5,077.01
385094	02/08/19	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 01/14/19	5,135.00
385411	02/22/19	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 02/09/19	1,180.00
385424	02/22/19	13957	NV ENERGY	12/31/18-01/30/19	267.74
385121	02/08/19	1603500	PONDEROSA STAMP & ENGRAVING	NAME PLATE & DESK BASE	20.00
385457	02/22/19	10550	SIERRA NEVADA MEDIA GROUP	01/01/19-01/31/19 TARGETED INTERNET ADS	5,000.00
385473	02/22/19	2666174	VERITIV OPERATING COMPANY	PAPER	472.29
					151,683.06

# CCCTA P-Card Report

CH Full Name Exactly Matches 'null'  
 Company Name City of Carson City  
 Post Date Between 2019-02-05 00:00:00 and 2019-03-04 23:59:59  
 Report Owner KIPP, CHRISTINE  
 Report Time 2019-04-01 20:49:29  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
02/04/2019	Ink - We are Travel Me	3,500.00	740-7201-450-05-42-	1/2 PG AD IN THE NATIONAL
02/05/2019	INTERNATIONAL TRANSACTION	28.00	740-7200-413-06-25-	TRANSACTION FEE FOR PAYMENT OF INK INVOICE #047113
02/05/2019	RAGAN COMMUNICATIONS	1,845.00	740-7201-450-03-30-	Social Media Conference for PR, Marketing and Corp
02/05/2019	INT IN ADVENTURE SPOR	1,275.00	740-7201-450-05-42-	1/2 PG AD 2019 FEB/MAR ISSUE
02/05/2019	4IMPRINT	276.76	740-7201-450-06-25-	Pocket Coolies for Legislature Basket
02/05/2019	DISNEY RESORTS-RESE	313.88	740-7201-450-05-80-	Social Media Conference LODGING
02/05/2019	SOUTHWES 5262436120248	339.00	740-7201-450-05-80-	Social Media Conference FLIGHT
02/05/2019	SOUTHWES 5269829728680	25.00	740-7201-450-05-80-	Social Media Conference FLIGHT
02/05/2019	SOUTHWES 5269829728679	25.00	740-7201-450-05-80-	Social Media Conference FLIGHT
02/06/2019	HERTZ RENT-A-CAR	161.42	740-7201-450-05-80-	Social Media Conference - RENTAL CAR
02/07/2019	REACHLOCAL	(905.02)	740-7201-450-05-42-	CREDIT FOR OVER
02/09/2019	FACEBK MBJ2EKEDU2	20.00	740-7201-450-05-42-	AD CAMPAIGNS
02/10/2019	VZWLSS APOCC VISB	258.98	740-7200-413-07-10-	01/20/19-02/19/19
02/12/2019	NV TOURISM	65.00	740-7201-450-03-30-	2019 RURAL ROUNDUP CONFERENCE
02/12/2019	NV TOURISM	65.00	740-7201-450-03-30-	REGISTRATION - DP 2019 RURAL ROUNDUP CONFERENCE
02/12/2019	CVS/PHARMACY #08779	11.97	740-7201-450-06-25-	REGISTRATION - LB GIFT WRAP FOR GIFT BASKETS
02/15/2019	EB EAT DRINK LIVE LIK	275.49	740-7201-450-03-30-	2019 GWTTRA CONFERENCE
02/15/2019	EB EAT DRINK LIVE LIK	275.49	740-7201-450-03-30-	REGISTRATION - DP 2019 GWTTRA CONFERENCE
02/18/2019	ADT SECURITY 401131352	47.89	740-7211-450-06-25-	REGISTRATION - LB 02/18/19 - 03/17/19
02/19/2019	PHOTOSHELTER	300.00	740-7201-450-06-25-	ANNUAL STANDARD ACCOUNT 02/19/19-02/19/20
02/21/2019	ADOBE CREATIVE CLOUD	79.99	740-7201-450-05-45-	02/20/19-03/19/19 CREATIVE SUITE

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
02/23/2019	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	MEMBERSHIP 2019 02 LIST CHARGE 12,801-25,000
02/25/2019	GOOGLE ADS1180773324	350.00	740-7201-450-05-42-	General Carson City Campaign
02/26/2019	FACEBK 9LSU9KSCU2	50.00	740-7201-450-05-42-	AD CAMPAIGNS
02/27/2019	PAYPAL WPFORMS LLC	39.50	740-7201-450-06-25-	WPForms Basic
02/27/2019	FACEBK 67THAKSCU2	50.00	740-7201-450-05-42-	AD CAMPAIGNS
02/27/2019	GATHER	68.35	740-7201-450-06-25-	BUSINESS MEETING MEAL
02/27/2019	OFFICE DEPOT #973	239.95	740-7200-413-06-01-	OFFICE SUPPLIES
03/01/2019	UPS 1ZNT249F0320022819	8.91	740-7201-450-06-25-	SHIPPING ON 02/27/19
03/01/2019	ISTORAGE-50 EAST	88.00	740-7200-413-04-40-	Unit F14 2019 MARCH
03/01/2019	SQU SQ COMMA COFFEE	14.72	740-7201-450-06-25-	Meeting with influencer
03/01/2019	FACEBK ESAJMKSDU2	75.00	740-7201-450-05-42-	AD CAMPAIGNS
03/02/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	General Carson City Campaign
03/03/2019	CHARTER COMM	37.49	740-7200-413-07-10-	02/20/19-03/19/19 FAX, INTERNET & TV
03/03/2019	CHARTER COMM	222.82	740-7211-450-06-25-	02/20/19-03/19/19 FAX, INTERNET & TV
03/04/2019	REACHLOCAL	1,000.00	740-7201-450-05-42-	GEOFENCE MARKETING YOU TUBE ADS
report count:	36	11,163.59		