

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

**Date Submitted:** 06/19/19

**Agenda Date Requested:** 06/24/19

**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 April 2019

**Staff Summary:** The CTA Board will review an account activity statement for Accounts Payable Checks totaling \$43,761.80 and p-card purchases totaling \$12,360.65 for April 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 April, 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 April, 2019

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

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
386832	04/26/19	2663516	ALLSTREAM	2019 MAR TELEPHONE	18.01
1000216	04/30/19	12086	BANK OF AMERICA	PCARD CHARGES 03/05/19-04/04/19	11,805.79
386848	04/26/19	2667009	BRUEGGE, LYDIA	PETTY CASH REIMBURSEMENTS-MEETING MEALS & COMPUTER MONITOR STAND	74.70
386543	04/12/19	15921	CAPITOL CITY GUN CLUB	CYSSA TRAP TOURNAMENT 04/06/19 LUNCHESES	2,497.00
386547	04/12/19	2665828	CARSON CITY SQUARE, LLC	2019 APR RENT	5,034.00
386547	04/12/19	2665828	CARSON CITY SQUARE, LLC	02/05/19-03/06/19 GAS UTILITIES	369.81
386856	04/26/19	2665699	CARSON NOW LLC	2019 APR NOW AD MENU LINK	540.00
386558	04/12/19	15638	COMPUTER ARTISTRY	03/12/19-03/25/19 DESIGN WORK	975.00
386866	04/26/19	15638	COMPUTER ARTISTRY	04/01/19-04/08/19 DESIGN WORK	520.00
386580	04/12/19	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	84.95
386894	04/26/19	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 305 RENT MAY 2019	825.00
386600	04/12/19	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	03/26/19-04/25/19 MAINT AGREEMENT ACCURIO PRESS	1,137.50
386907	04/26/19	2666568	KONICA MINOLTA PREMIER FINANCE	04/01/19-04/30/19 LEASE	3,475.45
386534	04/12/19	2666986	LANEY, JOLYN DBA AVANTE INTERACTIVE	SOCIAL MEDIA & GOOGLE ADS SETUP, TRAINING & CONSULTING	6,000.00
386632	04/12/19	1404650	NV MAGAZINE	1/2 PG AD IN 2019 TRAVEL NV VISITORS GUIDE	5,500.00
386447	04/05/19	2666622	NV CONSULTING, LLC	CTA'S RIVER EPOXY DESK PRODUCTS	732.54
386643	04/12/19	13957	NV ENERGY	01/30/19-02/28/19	266.03
386953	04/26/19	1602505	PITNEY BOWES INC	01/29/19-04/28/19 POSTAGE MACHINE	195.66
386958	04/26/19	11658	PURCHASE POWER	POSTAGE	110.36
386661	04/12/19	2666879	ROGUE 5 MEDIA, INC	GOLFING NEVADA MAGAZINE 2019 ADVERTISING	3,600.00
					43,761.80

**CCCTA P-Card Report**

CH Full Name Exactly Matches 'null'  
 Company Name City of Carson City  
 Post Date Between 2019-04-04 00:00:00 and 2019-05-03 00:00:00  
 Report Owner KIPP, CHRISTINE  
 Report Time 2019-06-16 13:53:37  
 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-	CR FOR DBL PMT ON 1/2 PG AD IN THE NATIONAL OFFICE CHAIRS
04/05/2019	PAYPAL TARGETCORPO	359.79	740-7200-413-06-75-	MEDIA BUYS FOR 04/05/19- 04/15/19
04/07/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	AD CAMPAIGNS
04/07/2019	FACEBK H5PQZKNCU2	600.00	740-7201-450-05-42-	ANNUAL SUBSCRIPTION TO PRO
04/09/2019	LUMEN5.COM	468.00	740-7246-450-06-25-	AD CAMPAIGNS
04/09/2019	FACEBK KBMZ4LSDU2	30.63	740-7201-450-05-42-	INTERNATIONAL TRANSACTION FOR LUMEN5 PMT
04/10/2019	INTERNATIONAL TRANSACTION	3.74	740-7201-450-06-25-	03/20/19-04/19/19
04/10/2019	VZWRLSS APOCC VISB	259.01	740-7200-413-07-10-	MARKETING VEHICLE REGISTRATION EXP 04/17/20
04/10/2019	DMV-44	90.00	740-7200-413-06-25-	2019 RURAL ROUND UP MEAL
04/10/2019	ANAS CAFE	15.21	740-7201-450-05-80-	2019 RURAL ROUNDUP CONFERENCE MEAL
04/10/2019	TACO BELL 031867	16.22	740-7201-450-05-80-	2019 RURAL ROUNDUP CONFERENCE LODGING
04/10/2019	BEST WESTERN FALLON IN	347.25	740-7201-450-05-80-	MEDIA BUYS FOR 04/05/19- 04/15/19
04/11/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	2019 RURAL ROUND UP - LODGING
04/12/2019	HOLIDAY INN EXPRESS	264.48	740-7201-450-05-80-	2019 RURAL ROUND UP LODGING
04/12/2019	HOLIDAY INN EXPRESS	207.18	740-7201-450-05-80-	COMSTOCK TOURNAMENT SURVEY MEAL
04/13/2019	SQ SQ CARSON GIRLS S	6.50	740-7201-450-06-25-	MOBILE APP LICENSING 11/01/18-12/31/18
04/13/2019	INTUIT IN SIMPLEVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 11/01/18-12/31/18
04/13/2019	INTUIT IN SIMPLEVIEW	991.67	740-7201-450-03-49-	MEDIA BUYS FOR 04/16/19- 04/30/19
04/16/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	DROPBOX PLUS 1 YR
04/17/2019	DropboxInc	99.00	740-7201-450-06-25-	PROJECT MANAGEMENT SUBSCRIPTION
04/17/2019	PAYMO	181.92	740-7201-450-06-25-	Intl Transaction Fee for PAYMO Invoice #PAYMO3- 201
04/18/2019	INTERNATIONAL TRANSACTION	1.46	740-7201-450-06-25-	MEDIA BUYS FOR 04/16/19- 04/30/19
04/18/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
04/18/2019	FACEBK LA AE3L6DU2	900.00	740-7201-450-05-42-	AD CAMPAIGNS
04/18/2019	ADT SECURITY 401131352	47.89	740-7211-450-06-25-	04/18/19 to 05/17/19
04/19/2019	CHARTER COMM	(69.57)	740-7200-413-07-10-	ACCT CLOSED 02/12/19- CREDIT
04/19/2019	CHARTER COMM	(417.59)	740-7211-450-06-25-	ACCT CLOSED 02/12/19- CREDIT
04/19/2019	OFFICE DEPOT #973	115.97	740-7200-413-06-01-	ENVELOPES & INK
04/19/2019	4IMPRINT	933.93	740-7201-450-06-25-	Visitor Center Reinforced Handle Plastic Bag
04/19/2019	OFFICE DEPOT #973	238.99	740-7200-413-06-01-	OFFICE SUPPLIES
04/21/2019	ADOBE CREATIVE CLOUD	79.99	740-7201-450-05-45-	04/20/19-05/19/19 CREATIVE SUITE MEMBERSHIP
04/21/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	MEDIA BUYS FOR 04/16/19- 04/30/19
04/23/2019	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2019 04 LIST CHARGE 12,801-25,000
04/24/2019	INTERNATIONAL TRANSACTION	(28.00)	740-7201-450-06-25-	INTERNATIONAL TRANSACTION CREDIT
04/24/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	MEDIA BUYS FOR 04/16/19- 04/30/19
04/25/2019	WESTSIDE POUR HOUSE	22.50	740-7201-450-06-25-	BUSINESS MEETING MEAL - TRAVEL NV MARKETING CO-OPS
04/26/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	MEDIA BUYS FOR 04/16/19- 04/30/19
04/26/2019	VILLA BASQUE DELI AND	83.10	740-7201-450-06-25-	BUSINESS MEETING MEAL - BIKE MONKEY EVENT
04/27/2019	SQ SQ CARSON GIRLS S	6.00	740-7201-450-06-25-	COMSTOCK TOURNAMENT SURVEY MEAL
04/29/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	MEDIA BUYS FOR 04/16/19- 04/30/19
04/30/2019	AIRBNB HMADDCW53N	1,292.71	740-7230-450-06-25-	2019 CC OFF ROAD - EPIC TEAM LODGING
04/30/2019	CARSON CITY CHAMBER OF	180.00	740-7201-450-06-25-	2019 CC CHAMBER ANNUAL MEETING
04/30/2019	TAHOE WEEKLY	730.00	740-7201-450-05-42-	1/2 PAGE AD MUSIC EVENTS & FESTIVALS
05/01/2019	ISTORAGE-50 EAST	88.00	740-7200-413-04-40-	Unit F14 2019 MAY
05/01/2019	FACEBK U2LT2LJDU2	900.00	740-7201-450-05-42-	AD CAMPAIGNS
05/02/2019	GOOGLE ADS1180773324	500.00	740-7201-450-05-42-	MEDIA BUYS FOR 05/01/19- 05/03/19
05/02/2019	SPROUT SOCIAL, INC	1,188.00	740-7246-450-06-25-	SOCIAL MEDIA ADVERTISING Grant RT-19- 02-007
report count:	47	12,360.65		