

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

Date Submitted: 11/13/19

Agenda Date Requested: 11/18/19

Time Requested: 5 Minutes

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

From: David Peterson, Executive Director

Subject Title: Discussion and possible action regarding the CTA Statement of Accounts Payable checks for September 2019

Staff Summary: The CTA Board will review the invoice listing for Accounts Payable Checks totaling \$63,826.98 for September 2019, for possible approval.

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 for September, 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 Invoice Listing of Accounts Payable Checks for September, 2019

Prepared By: Chris Kipp, Operations Manager

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INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2020/3 TO 2020/3	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
	7407200								CTA - EXECUTIVE
	740-98-72-7200-000-500440-								BUILDING RENTAL
	000953	ISTORAGE50EASTBUSINE	IStorage1019	0	2020	3 INV P			725.00 092719OL 903074996 201910 Rent #305/La
									ACCOUNT TOTAL 725.00
	740-98-72-7200-000-500444-								OFFICE EQUIPMENT RENTAL
	001048	KONICAMINOLTABUSINES	260737060	0	2020	3 INV P			1,581.53 091319ET 903074691 05/26/19-08/25/19
	001048	KONICAMINOLTABUSINES	260751176	0	2020	3 INV P			1,137.50 091319ET 903074691 08/26/19-09/25/19 M
									2,719.03
									ACCOUNT TOTAL 2,719.03
	740-98-72-7200-000-500512-								INSURANCE PERMIUMS
	002034	TRAVELERS	20190823Travelers	0	2020	3 INV P			2,740.00 091319ET 903074784 Auto/Umbrella 07/01
									ACCOUNT TOTAL 2,740.00
	740-98-72-7200-000-500601-								OFFICE SUPPLIES
	001599	PONDEROSASTAMPENGRAV	201761	0	2020	3 INV P			4.99 092019ET 903074897 Stamp Ink
									ACCOUNT TOTAL 4.99
	740-98-72-7200-000-500625-								OPERATING SUPPLIES
	000953	ISTORAGE50EASTBUSINE	IStorage1019	0	2020	3 INV P			100.00 092719OL 903074996 201910 Rent #305/La
	001316	NEVADAAPPEALSUBSCRIB	NVAppeal0919	0	2020	3 INV P			158.08 092019ET 903074867 acct. # 7334780 1 Y
									ACCOUNT TOTAL 258.08
	740-98-72-7200-000-500712-								POWER
	001458	NVENERGY	67482002802261-08	0	2020	3 INV P			306.80 091319ET 903074752 07/31/19-08/30/19 1
	001458	NVENERGY	67482002802279-08	0	2020	3 INV P			125.95 091319ET 903074752 07/31/19-08/30/19 1
									432.75
									ACCOUNT TOTAL 432.75
									ORG 7407200 TOTAL 6,879.85
	7407201								CTA - MARKETING
	740-98-72-7201-000-500340-								CONTRACT EMPLOYEES
	002407	AVANTEINTERACTIVE	1634	0	2020	3 INV P			9,000.00 092719OL 903074950 07/01/19-06/30/20 G
	002641	ANDREASPRIMO	2019-121	0	2020	3 INV P			9,000.00 092719OL 903074942 07/01/19-06/30/20 S
									ACCOUNT TOTAL 18,000.00
	740-98-72-7201-000-500349-								CONTRACTUAL SERVICES
	000479	COMPUTERARTISTRY	CTA2019RFP_144	0	2020	3 INV P			633.75 091319ET 903074674 07/19/19-08/29/19

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YEAR/PERIOD: 2020/3 ACCOUNT/VENDOR	TO 2020/3 INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
001050 KPS3	39178	0	2020	3	INV P	8,186.01	092019ET 903074847	1908CreateContentPR
001050 KPS3	39179	0	2020	3	INV P	16,940.00	092019ET 903074847	1908WebDevCRM
						25,126.01		
ACCOUNT TOTAL						25,759.76		
740-98-72-7201-000-500444-			OFFICE EQUIPMENT RENTAL					
001049 KONICAMINOLTAPREMIER	65089490	0	2020	3	INV P	690.09	092719OL 903074999	201910 Duplo Lease/
001049 KONICAMINOLTAPREMIER	65089640	0	2020	3	INV P	2,623.55	092719OL 903074999	201910 Print Lease/
						3,313.64		
ACCOUNT TOTAL						3,313.64		
740-98-72-7201-000-500540-			PUBLICITY/SPECIAL EVENTS					
001337 NEVADADAYINC	Day0919	0	2020	3	INV P	5,000.00	092719OL 903075031	Diamond Sponsorship
ACCOUNT TOTAL						5,000.00		
740-98-72-7201-000-500542-			PRINTING/ADVERTISING					
000372 CARSONNOWLLC	0004282	0	2020	3	INV P	540.00	092719OL 903074964	09/14/19-10/13/19
ACCOUNT TOTAL						540.00		
740-98-72-7201-000-500625-			OPERATING SUPPLIES					
001243 MONARCHDIRECTLLC	19445	0	2020	3	INV P	901.70	092719OL 903075026	Bindery Service 04/
002112 VERITIVOPERATINGCOMP	4240036224	0	2020	3	INV P	541.17	092019ET 903074927	Paper
002125 VITALSIGNS	20131	0	2020	3	INV P	1,800.00	091319ET 903074795	5,000 Decals
002125 VITALSIGNS	20191	0	2020	3	INV P	846.16	092019ET 903074929	Swag
						2,646.16		
999913 CHELSEA PEARL	PEARL201907FAM	0	2020	3	INV P	118.25	092719OL 903075021	201907 FAM TRIP EXP
ACCOUNT TOTAL						4,207.28		
ORG 7407201 TOTAL						56,820.68		
7407211			CTA - VISITORS CENTER					
740-98-72-7211-000-500625-			OPERATING SUPPLIES					
000724 FIRSTCHOICESERVICES	453436	0	2020	3	INV P	25.00	091319ET 903074678	201909 Rental
000724 FIRSTCHOICESERVICES	455018	0	2020	3	INV P	101.45	091319ET 903074678	Coffee for Gift Sho
						126.45		
ACCOUNT TOTAL						126.45		
ORG 7407211 TOTAL						126.45		

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YEAR/PERIOD: 2020/3 TO 2020/3	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
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FUND 740	CARSON CITY TOURISM AUTHORITY	TOTAL:			63,826.98	
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