

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

Date Submitted: 11/19/18

Agenda Date Requested: 11/26/18

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 September, 2018

Staff Summary: The CTA Board will review an account activity statement for Accounts Payable Checks for September, 2018 totaling \$32,962.91 and p-card purchases for September, 2018 totaling \$6,158.27 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 September, 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 September, 2018

Prepared By: Chris Kipp, Operations Manager

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
381128	09/21/18	2663516	ALLSTREAM	2018 AUG TELEPHONE	17.06
1000208	09/10/18	12086	BANK OF AMERICA	PCARD CHARGES 08/05/18-09/04/18	5,047.26
380799	09/07/18	2665828	CARSON CITY SQUARE, LLC	2018 SEP RENT	4,958.00
380799	09/07/18	2665828	CARSON CITY SQUARE, LLC	07/05/18-08/05/18 GAS UTILITIES	21.19
380949	09/14/18	15638	COMPUTER ARTISTRY	08/23/18-09/05/18 DESIGN WORK	503.75
380820	09/07/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
380987	09/14/18	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 305 RENT OCT 2018	625.00
380997	09/14/18	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	05/26/18-08/25/18 OVERAGE	4,456.34
380997	09/14/18	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	08/26/18-09/25/18 MAINTENCE AGREEMENT DUPLO	1,137.50
381288	09/21/18	14751	NEVADA APPEAL/SUBSCRIBER SERVICES	09/10/18-09/12/19	93.60
380851	09/07/18	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 08/27/18	2,790.00
380855	09/07/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 08/24/18-08/30/18	2,520.00
381297	09/21/18	13957	NV ENERGY	07/31/18-08/29/18	393.86
381333	09/21/18	10550	SIERRA NEVADA MEDIA GROUP	08/01/18-08/31/18 TARGETED INTERNET ADS	5,000.00
380876	09/07/18	2665137	SIERRA OFFICE SOLUTIONS	05/20/18-08/19/18	23.03
380887	09/07/18	2664495	TRAVELERS	07/01/18-06/30/19 INSURANCE	4,896.00
381103	09/14/18	266174	VERITIV OPERATING COMPANY	PAPER	455.32
					32,962.91

CCCTA P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2018-09-05 00:00:00 and 2018-10-04 00:00:00
 Report Owner KIPP, CHRISTINE
 Report Time 2018-11-18 23:40:44
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
09/08/2018	INTUIT IN SIMPVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 09/01/18-09/30/18
09/10/2018	VZWRSS APOCC VISB	240.85	740-7200-413-07-10-	07/20/18-08/19/18
09/14/2018	REACHLOCAL	500.00	740-7246-450-05-42-	GEOFENCE MARKETING- ART TOURISM
09/14/2018	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201809 yourexperiencestartshere.co mBusinessPackage GENERATOR
09/14/2018	HARBOR FREIGHT TOOLS 3	326.44	740-7201-450-06-25-	EVENT MEETING MEAL
09/14/2018	3560 EL POLLO LOCO	14.93	740-7201-450-06-25-	GENERATOR FUEL
09/15/2018	QUIK STOP #0164 Q80	12.49	740-7201-450-06-25-	GEOFENCE MARKETING
09/18/2018	REACHLOCAL	500.00	740-7246-450-05-42-	09/18/18 - 10/17/18
09/18/2018	ADT SECURITY 401131352	47.89	740-7211-450-06-25-	OFFICE PAINT
09/20/2018	LOWES #01024	89.19	740-7201-450-06-25-	09/20/18-10/19/18 CREATIVE SUITE MEMBERSHIP
09/21/2018	ADOBE CREATIVE CLOUD	79.99	740-7201-450-05-45-	2018 09 LIST CHARGE 12,801-25,000
09/23/2018	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	GEOFENCE MARKETING
09/25/2018	REACHLOCAL	500.00	740-7246-450-05-42-	AMA - Professional Membership 26-Sep-2018 to 30-Sep
09/27/2018	AMERICAN MARKETING ASS	300.00	740-7201-450-05-45-	AMA October Luncheon: Marketing to Millennials
09/27/2018	PAYPAL AMA RENO	52.98	740-7201-450-06-25-	ART & CULTURE & MARKETING MEETING MEAL
09/28/2018	SCHAT ENTERPRISES LLC	7.88	740-7201-450-06-25-	LODGING FOR SOCIAL MEDIA INFLUENCER
09/28/2018	PAYPAL AIRBNB HMBKFH	182.16	740-7201-450-06-25-	LODGING FOR SOCIAL MEDIA INFLUENCER
09/29/2018	PAYPAL AIRBNB HMY4A8	194.62	740-7201-450-06-25-	OFFICE CHALK BOARD
09/30/2018	SQU SQ EDDY STREET VI	95.00	740-7201-450-06-25-	Unit F14 2018 OCTOBER
10/01/2018	ISTORAGE-50 EAST	79.00	740-7200-413-04-40-	GEOFENCE MARKETING- TRAINS
10/02/2018	REACHLOCAL	500.00	740-7246-450-05-42-	09/20/18-10/19/19 FAX, INTERNET & TV
10/02/2018	CHARTER COMM	39.99	740-7200-413-07-10-	09/20/18-10/19/19 FAX, INTERNET & TV
10/02/2018	CHARTER COMM	218.61	740-7211-450-06-25-	MOBILE APP LICENSING 10/01/18-10/31/18
10/03/2018	INTUIT IN SIMPVIEW	991.67	740-7201-450-03-49-	

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
10/03/2018	AMZN MKTP US MT7JG58E0	40.96	740-7200-413-06-01-	OFFICE SUPPLIES
report count:	25	6,158.27		