

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

**Date Submitted:** 06/03/20

**Agenda Date Requested:** 06/08/20

**Time Requested:** 5 Minutes

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

**From:** David Peterson, Executive Director ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com))

**Subject Title:** Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks and P-card charges for May 2020.

**Staff Summary:** The CTA Board will review the invoice listing for Accounts Payable Checks totaling \$9,505.26 and P-card charges totaling \$-580.81 for May 2020, 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 and P-Card charges for May 2020.**

**Applicable Statute, Code, Policy, Rule or Regulation:** n/a

**Fiscal Impact:**

**Explanation of Impact:**

**Funding Source:**

**Supporting Material/Attachments:** CTA Invoice Listing of Accounts Payable Checks & P-Card Statements for May 2020.

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

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City of Carson City  
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2020/11 TO 2020/11	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
	7407200			CTA - EXECUTIVE		
	740-98-72-7200-000-500625-			OPERATING SUPPLIES		
	001828 SHREDITRENO	8129720374	0	2020 11 INV P	387.52 0515200L 903080351	Storage Unit #305
				ACCOUNT TOTAL	387.52	
	740-98-72-7200-000-500710-			TELEPHONE		
	000071 ALLSTREAM	638-2321	0	2020 11 INV P	.65 0501200L 903079979	
	000071 ALLSTREAM	6382321	0	2020 11 INV P	3.39 0522200L 903080376	
	000071 ALLSTREAM	7200	0	2020 11 INV P	19.19 0522200L 903080376	
	000071 ALLSTREAM	7200	0	2020 11 INV P	16.83 0501200L 903079979	
					40.06	
				ACCOUNT TOTAL	40.06	
	740-98-72-7200-000-500712-			POWER		
	001458 NVENERGY	67482002802261-04	0	2020 11 INV P	105.39 0515200L 903080325	03/31/20-04/30/20
	001458 NVENERGY	67482002802279-04	0	2020 11 INV P	76.15 0515200L 903080325	03/31/20-04/30/20 1
					181.54	
				ACCOUNT TOTAL	181.54	
	740-98-72-7200-000-502512-			3/8% NCOT		
	001342 NEVADADEPARTMENTOFTA	202003NVTAX	0	2020 11 INV P	2,871.10 0522200L 903080445	202003 NCOT 3/8%
				ACCOUNT TOTAL	2,871.10	
				ORG 7407200 TOTAL	3,480.22	
	7407201			CTA - MARKETING		
	740-98-72-7201-000-500349-			CONTRACTUAL SERVICES		
	001050 KPS3	41125	0	2020 11 INV P	595.00 0522200L 903080424	202004 PR
	001050 KPS3	41126	0	2020 11 INV P	420.00 0522200L 903080424	202004 Acct Manage/
					1,015.00	
				ACCOUNT TOTAL	1,015.00	
	740-98-72-7201-000-500444-			OFFICE EQUIPMENT RENTAL		
	001048 KONICAMINOLTABUSINES	265683677	0	2020 11 INV P	1,176.40 0515200L 903080279	04/26/20-05/25/20 M
	001049 KONICAMINOLTAPREMIER	68070041	0	2020 11 INV P	690.09 0529200L 903080526	06/01/20-06/30/20 D
	001049 KONICAMINOLTAPREMIER	68070129	0	2020 11 INV P	2,623.55 0529200L 903080526	06/01/20-06/30/20 P
					3,313.64	
				ACCOUNT TOTAL	4,490.04	
	740-98-72-7201-000-500625-			OPERATING SUPPLIES		
	001942 STITHPRINTINGINC	49599	0	2020 11 INV P	520.00 0529200L 903080583	2020 Iron Horse Art

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INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: ACCOUNT/VENDOR	2020/11 TO INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
			ACCOUNT TOTAL	520.00	
			ORG 7407201 TOTAL	6,025.04	
=====					
	FUND 740 CARSON CITY TOURISM AUTHORITY		TOTAL:	9,505.26	
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PURCHASE CARD STATEMENTS

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Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2005	*****4100	LINDA MACAULEY	7200	062020	New	2020/11	184.39
GL Effective Date: 05/12/2020		Invoice Date: 05/12/2020					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
13955	LOWES #01024 - Purchase	P-CARD OTP VENDOR		05/04/2020	05/05/2020	05/12/2020	15.76
14253	OFFICE DEPOT #973 - Purchase	OFFICE DEPOT INC		05/11/2020	05/13/2020	05/18/2020	57.72
14254	OFFICE DEPOT #973 - Purchase	OFFICE DEPOT INC		05/12/2020	05/13/2020	05/18/2020	86.97
14547	LOWES #01024 - Purchase	P-CARD OTP VENDOR		05/19/2020	05/20/2020	05/26/2020	23.94
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
999	227500	P-CARD CLEARING		N	N		184.39
2067	*****7162	Lydia Bruegge	7200	062020	Released	2020/11	-1,636.85
GL Effective Date: 05/12/2020		Invoice Date: 05/12/2020					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14146	SPROUT SOCIAL, INC - Inv #15	P-CARD OTP VENDOR		05/06/2020	05/07/2020	05/12/2020	-597.85
14147	SPROUT SOCIAL, INC - Credit	P-CARD OTP VENDOR		05/06/2020	05/07/2020	05/12/2020	-4.25
14148	SPROUT SOCIAL, INC - Partial	P-CARD OTP VENDOR		05/06/2020	05/07/2020	05/12/2020	-597.85
14149	SPROUT SOCIAL, INC - Partial	P-CARD OTP VENDOR		05/06/2020	05/07/2020	05/12/2020	-423.43
14150	SPROUT SOCIAL, INC - Credit	P-CARD OTP VENDOR		05/06/2020	05/07/2020	05/12/2020	-13.47
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		N	N		-1636.85
2085	*****7554	David Peterson	7200	062020	New	2020/11	36.98
GL Effective Date: 05/12/2020		Invoice Date: 05/12/2020					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14183	LOWES #01024 - Purchase	P-CARD OTP VENDOR		05/07/2020	05/08/2020	05/12/2020	36.98
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
999	227500	P-CARD CLEARING		N	N		36.98

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City of Carson City  
PURCHASE CARD STATEMENTS

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appcstmt

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2104	*****8725	CHRISTINE KIPP	7200	062020	New	2020/11	737.28
GL Effective Date: 05/12/2020		Invoice Date: 05/12/2020					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14303	VZWRSS APOCC VISB - Purchas	P-CARD OTP VENDOR		05/10/2020	05/11/2020	05/18/2020	349.66
14593	ADT SECURITY 401131352 - Pur	P-CARD OTP VENDOR		05/18/2020	05/19/2020	05/26/2020	50.53
14594	PAW CARSON CITY TOWING - Pur	CARSON CITY TOWING, INC.		05/20/2020	05/21/2020	05/26/2020	81.40
14595	ADOBE CREATIVE CLOUD - Purch	P-CARD OTP VENDOR		05/21/2020	05/22/2020	05/26/2020	79.99
14862	PAYMO - Purchase	P-CARD OTP VENDOR		05/23/2020	05/25/2020	06/01/2020	18.95
14863	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		05/25/2020	05/25/2020	06/01/2020	0.15
14864	MAILCHIMP MONTHLY - Purch	P-CARD OTP VENDOR		05/24/2020	05/25/2020	06/01/2020	156.60

Org	Object	Proj	Account	Description	PA Account	GL OVR?	PA OVR?	Amount
999	227500		P-CARD	CLEARING		N	N	737.28

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
2150	*****7162	Lydia Bruegge	7200	062020	New	2020/11	97.39
GL Effective Date: 05/12/2020		Invoice Date: 05/12/2020					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
14991	WWW.FLIPSNACK.COM - Purchase	P-CARD OTP VENDOR		05/26/2020	05/27/2020	06/01/2020	48.00
14992	Epidemic Sound AB - Purchase	P-CARD OTP VENDOR		05/29/2020	05/29/2020	06/01/2020	49.00
14993	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		05/29/2020	05/29/2020	06/01/2020	0.39

Org	Object	Proj	Account	Description	PA Account	GL OVR?	PA OVR?	Amount
999	227500		P-CARD	CLEARING		N	N	97.39

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