

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

Date Submitted: 03/07/18

Agenda Date Requested: 03/12/18

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 January, 2018

Staff Summary: The CTA Board will review an account activity statement for Accounts Payable Checks for January, 2018 totaling \$61,278.88 and p-card purchases for January, 2018 totaling \$9,169.48 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 January, 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 Report for January, 2018

Prepared By: Chris Kipp, Operations Manager

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
374844	01/19/18	2663516	ALLSTREAM	2017 DEC TELEPHONE	18.01
1000199	01/31/18	12086	BANK OF AMERICA	PCARD CHARGES 12/05/17-01/04/18	11,723.46
374754	01/12/18	2665828	CARSON CITY SQUARE, LLC	2017 JAN RENT	4,882.00
374754	01/12/18	2665828	CARSON CITY SQUARE, LLC	11/05/17-12/05/17 GAS UTILITIES	297.04
375082	01/26/18	2665699	CARSON NOW LLC	2018 JAN NOW AD MENU LINK	540.00
374651	01/05/18	15638	COMPUTER ARTISTRY	12/12/17-12/26/17 DESIGN WORK	585.00
374899	01/19/18	15638	COMPUTER ARTISTRY	12/27/17-01/10/18 DESIGN WORK	406.25
374773	01/12/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
375128	01/26/18	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 212 RENT FEB 2018	562.00
375144	01/26/18	2666568	KONICA MINOLTA PREMIER FINANCE	01/01/18-01/31/18 PRINTER & DUPLO CUTTER LEASE	3,475.43
374787	01/12/18	26663538	LAZER BROADCASTING CORP	SPANISH RADIO ADS	650.00
375156	01/26/18	2665378	MARATHON STAFFING	McMANUS W/E 12/30/17 & 01/06/18	370.76
375172	01/26/18	1909450	NEVADA DEPT OF TAXATION	3/8% LODGING TAX FOR OCT & NOV 2017	15,231.24
374797	01/12/18	1404650	NEVADA MAGAZINE	2018 VG AD & 2018 JAN / FEB ADS	7,562.00
374981	01/19/18	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 12/31/17	5,760.00
374987	01/19/18	13957	NV ENERGY	11/29/17-12/29/17	267.31
375195	01/26/18	1602505	PITNEY BOWES INC	10/30/17-01/29/18	275.07
375199	01/26/18	11658	PURCHASE POWER	POSTAGE METER REFILL	2,020.99
375017	01/19/18	10550	SIERRA NEVADA MEDIA GROUP	12/01/17-12/31/17 TARGETED INTERNET ADS	5,000.00
374722	01/05/18	2666174	VERITIV OPERATING COMPANY	PAPER	670.31
375039	01/19/18	2666174	VERITIV OPERATING COMPANY	PAPER	757.40
375238	01/26/18	2666174	VERITIV OPERATING COMPANY	PAPER	199.61
					61,278.88

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2018-01-05 00:00:00 and 2018-02-02 00:00:00
 Report Owner KIPP, CHRISTINE
 Report Time 2018-03-06 13:52:23
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
01/07/2018	ADOBE ACROBAT STD	22.99	740-7254-450-05-45-	ACROBAT ALL WIN DSP RET INV 01 MONTH
01/07/2018	7-ELEVEN 32303	30.00	740-7201-450-05-80-	2018 CYCLOCROSS - FUEL
01/09/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
01/09/2018	PAYPAL CARSONCITYA	100.00	740-7254-450-05-45-	MEMBERSHIP
01/10/2018	VZWRLSS APOCC VISB	248.86	740-7200-413-07-10-	10/20/17-11/19/17
01/10/2018	SIERRA NV MEDIA GRP CI	6.95	740-7254-450-05-45-	1 MONTH SUBSCRIPTION
01/10/2018	CHEVRON 0309057	30.00	740-7201-450-05-80-	2018 CYCLOCROSS - FUEL
01/10/2018	ISTORAGE-50 EAST	99.00	740-7200-413-04-40-	Unit F14 2018 JAN
01/10/2018	WALGREENS #4788	4.99	740-7201-450-06-25-	2018 CYCLOCROSS - SUPPLIES FOR BOOTH
01/10/2018	INT IN CASSINELLI LAN	1,370.25	740-7254-450-06-25-	DA VINCI ARTWORK SITE WORK
01/11/2018	OFFICE DEPOT #973	26.23	740-7200-413-06-01-	CASSETTES FOR BOARD MEETINGS
01/11/2018	OFFICE DEPOT #973	100.56	740-7200-413-06-01-	MAILING ENVELOPES, OFFICE SUPPLIES
01/11/2018	EAST TO WEST EMBRO	426.05	740-7201-450-06-25-	2018 CYCLOCROSS - LOGO CUPS FOR MARKETING BOOTH
01/11/2018	WALGREENS #4788	9.98	740-7201-450-06-25-	2018 CYCLOCROSS - SUPPLIES FOR BOOTH
01/11/2018	The Union	86.50	740-7254-450-06-25-	ARTS ADVOCACY
01/12/2018	INTUIT IN SIMPVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 01/01/18-01/31/18
01/12/2018	WYNDHAM GARDEN CARSON	785.88	740-7201-450-06-25-	NATIVE AMERICAN AWARDS DANCERS - LODGING
01/12/2018	CARSON CITY CHAMBER OF	20.00	740-7254-450-06-25-	SOUPS ON STATE OF THE CITY ADDRESS
01/13/2018	PAYPAL MOBILERECOR	7.99	740-7254-450-06-25-	7" RECORDS FOR MARKETING 03/14/18 ARTS
01/13/2018	OFFICE DEPOT #973	54.37	740-7200-413-06-01-	LECTURE FOR MAILING ENVELOPES, BATTERIES
01/13/2018	CHEVRON 0309057	31.99	740-7201-450-05-80-	2018 CYCLOCROSS - FUEL
01/13/2018	OFFICE DEPOT #973	(30.12)	740-7200-413-06-01-	credit MAILING
01/13/2018	OFFICE DEPOT #973	(26.23)	740-7200-413-06-01-	credit CASSETTES FOR BOARD MEETINGS
01/14/2018	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201801 yourexperiencestartshere.co mBusinessPackage

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
01/15/2018	ADOBE SYSTEMS, INC.	9.99	740-7254-450-05-45-	01/14/18-02/13/18 CREATIVE PHOTOSHOP/LIGHTROOM MEM
01/17/2018	CITY OF RENO PARKING M	1.75	740-7254-450-06-25-	PARKING FEE FOR RENO ARTS FEST
01/18/2018	KONICA MINOLTA BUSINES	1,137.50	740-7201-450-04-44-	MAINTENANCE AGREEMENT 10/26/17- 12/25/17
01/18/2018	KONICA MINOLTA BUSINES	1,137.50	740-7201-450-04-44-	MAINTENANCE AGREEMENT 10/26/17- 12/25/17
01/18/2018	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	01/18/18 - 02/17/18
01/21/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
01/21/2018	ADOBE SYSTEMS, INC.	69.99	740-7201-450-05-45-	01/20/18-02/19/18 CREATIVE SUITE MEMBERSHIP
01/23/2018	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2018 JAN LIST CHARGE 12,801-25,000
01/29/2018	MOO.COM	99.00	740-7254-450-06-25-	BUSINESS CARDS
01/31/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
01/31/2018	FACEBK Y4S6YEETY2	20.63	740-7201-450-05-42-	FACEBOOK ADS 12/29/17- 01/30/18
02/01/2018	ALG AIR 7DVDDZ	201.00	740-7254-450-05-80-	LAS VEGAS CONFERENCES - FLIGHT
02/01/2018	PAYPAL EPIC RIDES	160.00	740-7230-450-06-25-	24 HRS OLD PUEBLO REGISTRATION
02/02/2018	CHARTER COMM	29.99	740-7200-413-07-10-	01/20/18-02/19/18 FAX, INTERNET & TV
02/02/2018	CHARTER COMM	206.78	740-7211-450-06-25-	01/20/18-02/19/18 FAX, INTERNET & TV
report count:	39	9,169.48		