

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

Date Submitted: 04/03/18

Agenda Date Requested: 04/09/18

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 February, 2018

Staff Summary: The CTA Board will review an account activity statement for Accounts Payable Checks for February, 2018 totaling \$74,899.55 and p-card purchases for February, 2018 totaling \$7,355.50 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 February, 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 February, 2018

Prepared By: Chris Kipp, Operations Manager

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
375785	02/23/18	2664957	ALL WORLD SPORTS	2018 ALL WORLD MARKETING	20,000.00
375600	02/16/18	2663516	ALLSTREAM	2018 JAN TELEPHONE	17.31
1000201	02/28/18	12086	BANK OF AMERICA	PCARD CHARGES 01/05/18-02/04/18	9,260.50
375620	02/16/18	2122	BOYS & GIRLS CLUB OF WESTERN NV	2018 GIVING PLEDGE & BOARD DUES	100.00
375804	02/23/18	8032	CAPITAL BEVERAGES	CASES OF WATER BOTTLES	28.25
375266	02/02/18	12022	CARSON CITY DOWNTOWN MERCHANTS ASSC	DBA Membership 01/01/18-12/31/18	50.00
375425	02/09/18	2665828	CARSON CITY SQUARE, LLC	2017 FEB RENT	4,882.00
375425	02/09/18	2665828	CARSON CITY SQUARE, LLC	12/05/17-01/05/18 GAS UTILITIES	519.29
375278	02/02/18	15638	COMPUTER ARTISTRY	01/10/18-01/24/18 DESIGN WORK	828.75
375643	02/16/18	15638	COMPUTER ARTISTRY	01/24/18-02/06/18 DESIGN WORK	942.50
375654	02/16/18	2666136	EPIC RIDES	BOOTH SPACE AT 24 HRS IN THE OLD PUEBLO RIDE	517.50
375455	02/09/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	113.50
375846	02/23/18	2666673	HOLIDAY INN EXPRESS	REIMBURSE OVERPAYMENT OF NOV 2017 LODGING TAX	4,331.46
375848	02/23/18	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 212 RENT MAR 2018 & OCT-DEC ELECTRIC	737.67
375681	02/16/18	2666568	KONICA MINOLTA PREMIER FINANCE	08/26/17-11/25/17 ADDITIONAL (263,886 C & 10,732 B+W)	11,267.93
375681	02/16/18	2666568	KONICA MINOLTA PREMIER FINANCE	12/26/17-01/25/18 PRINTER & DUPLO CUTTER LEASE	1,137.50
375681	02/16/18	2666568	KONICA MINOLTA PREMIER FINANCE	01/26/18-02/25/18 PRINTER & DUPLO CUTTER LEASE	1,137.50
375860	02/23/18	2665856	LEVIATHAN MEDIA GROUP	SKI & BIKE PG SPONSORSHIP 03/01/18-02/28/19	1,200.00
375868	02/23/18	2665378	MARATHON STAFFING	McMANUS W/E 01/27/18	148.30
375543	02/09/18	2666360	MARK SALINAS	REIMBURSE PAYMENT FOR TRUE GRIT FLOAT EXPENSES	144.47
375499	02/09/18	12880	MONARCH DIRECT LLC	TRIMMING & FOLDING BROCHURES	55.00
375504	02/09/18	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 01/19/18	750.00
375334	02/02/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 01/22/18-01/25/18	2,394.00
375506	02/09/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 01/26/18-02/01/18	2,520.00
375721	02/16/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 02/02/18-02/08/18	2,520.00
375881	02/23/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 02/09/18-02/15/18	2,520.00
375722	02/16/18	13957	NV ENERGY	12/29/17-01/30/18	290.13
375749	02/16/18	10550	SIERRA NEVADA MEDIA GROUP	01/01/18-01/31/18 TARGETED INTERNET ADS	5,000.00
375383	02/02/18	2664495	TRAVELERS	09/26/17-07/01/18 COMMERCIAL PACKAGE	397.00
375387	02/02/18	2666174	VERITIV OPERATING COMPANY	CHIP BOARD	36.06
375572	02/09/18	2666174	VERITIV OPERATING COMPANY	PAPER	686.88
375766	02/16/18	2666174	VERITIV OPERATING COMPANY	PAPER	366.05
					74,899.55

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2018-02-03 00:00:00 and 2018-03-02 23:59:59
 Report Owner KIPP, CHRISTINE
 Report Time 2018-03-28 17:27:30
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
02/05/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
02/06/2018	FEDEX 789607642935	213.55	740-7201-450-06-25-	MARKETING MATERIAL FOR GOLF SHOW
02/07/2018	GOLD DUST WEST CARSON	499.50	740-7201-450-06-25-	APITAL COLLAGE/NV DAY - LODGING FOR BURNING MAN FO
02/08/2018	TRIPLE GEORGE GRILL	158.09	740-7254-450-05-80-	LAS VEGAS CONFERENCES - MEAL
02/08/2018	LYFT RIDE THU 1PM	18.98	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/08/2018	ADOBE SYSTEMS, INC.	22.99	740-7254-450-05-45-	ACROBAT ALL WIN DSP RET INV 01 MONTH
02/08/2018	TAXI SVC LAS VEGAS	48.94	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/08/2018	TAXI SVC LAS VEGAS	33.42	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/09/2018	LYFT RIDE FRI 2PM	19.19	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/09/2018	LYFT RIDE THU 6PM	7.47	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/09/2018	LYFT RIDE FRI 12PM	10.63	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/09/2018	LYFT RIDE FRI 1PM	7.47	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/09/2018	LYFT RIDE FRI 10AM	10.78	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/10/2018	Robertos Taco Shop	12.72	740-7254-450-05-80-	LAS VEGAS CONFERENCES - MEAL
02/10/2018	LYFT RIDE SAT 1PM	20.30	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/10/2018	LYFT RIDE SAT 9AM	16.07	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/10/2018	LYFT RIDE SAT 9PM	7.47	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/10/2018	LYFT RIDE SAT 5PM	7.47	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/10/2018	VZWRLSS APOCC VISB	248.90	740-7200-413-07-10-	12/20/17-01/19/18
02/10/2018	LYFT RIDE SAT 1AM	16.08	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/10/2018	LYFT RIDE SAT 3PM	20.58	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/10/2018	LYFT RIDE FRI 5PM	10.11	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/10/2018	LYFT RIDE SAT 10AM	19.81	740-7254-450-05-80-	LAS VEGAS CONFERENCES -

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
02/10/2018	VELVETEEN RABBIT	73.00	740-7254-450-06-25-	LAS VEGAS CONFERENCES - UNLV
02/11/2018	BELLA VITA BISTRO	89.43	740-7201-450-06-25-	MARKETING MEETING MEAL
02/11/2018	LYFT RIDE SUN 6AM	12.29	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/11/2018	RENO-TAHOE AIRPORT AUT	33.00	740-7254-450-05-80-	LAS VEGAS CONFERENCES - PARKING
02/11/2018	LA QUINTA INN AND SUIT	403.41	740-7254-450-05-80-	LAS VEGAS CONFERENCES -
02/12/2018	SIERRA NV MEDIA GRP CI	6.95	740-7254-450-05-45-	1 MONTH SUBSCRIPTION
02/13/2018	ISTORAGE-50 EAST	99.00	740-7200-413-04-40-	Unit F14 2018 FEB
02/13/2018	SQU SQ CHURCHILL ARTS	180.00	740-7254-450-05-40-	CHURCHILL ARTS COUNCIL SPECIAL EVENT
02/14/2018	HOTELS.COM145415682058	96.24	740-7201-450-05-80-	EPIC RIDES 24 HRS OLD PUEBLO - LODGING
02/14/2018	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201802 yourexperiencestartshere.co mBusinessPackage
02/14/2018	LOWES #01024	16.84	740-7201-450-06-25-	EPIC RIDES 24 HRS OLD PUEBLO - BOOTH
02/15/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
02/15/2018	ADOBE SYSTEMS, INC.	9.99	740-7254-450-05-45-	02/14/18-03/13/18 CREATIVE PHOTOSHOP/LIGHTROOM MEM
02/15/2018	SHELL OIL 930040618QPS	72.78	740-7201-450-05-80-	EPIC RIDES 24 HRS OLD PUEBLO - FUEL
02/15/2018	TONOPAH BREWING COMPAN	55.18	740-7201-450-05-80-	EPIC RIDES 24 HRS OLD PUEBLO - MEAL
02/16/2018	RED ROOF INN 10261	(50.00)	740-7201-450-05-80-	EPIC RIDES 24 HRS OLD PUEBLO - LODGING
02/16/2018	RED ROOF INN 10261	50.00	740-7201-450-05-80-	EPIC RIDES 24 HRS OLD PUEBLO - LODGING
02/16/2018	SHELL OIL 10005963003	74.03	740-7201-450-05-80-	EPIC RIDES 24 HRS OLD PUEBLO - FUEL
02/18/2018	CHEVRON 0373471	83.64	740-7201-450-05-80-	EPIC RIDES 24 HRS OLD PUEBLO - FUEL
02/18/2018	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	02/18/18 - 03/17/18
02/18/2018	JALAPENO'S RESTAURAN	53.96	740-7201-450-05-80-	EPIC RIDES 24 HRS OLD PUEBLO - MEAL
02/19/2018	PHOTOSHELTER	285.00	740-7201-450-06-25-	ANNUAL STANDARD ACCOUNT 02/19/18- 02/19/19
02/19/2018	BABYSTACKS CAFE 3, LLC	66.05	740-7201-450-05-80-	EPIC RIDES 24 HRS OLD PUEBLO - MEAL
02/19/2018	MIR HTL SELFPARK	15.00	740-7201-450-05-80-	EPIC RIDES 24 HRS OLD PUEBLO - PARKING FEE
02/19/2018	GIGGLE SPRINGS	80.63	740-7201-450-05-80-	EPIC RIDES 24 HRS OLD PUEBLO - MEAL
02/19/2018	MIRAGE - HOTEL & CASIN	210.88	740-7201-450-05-80-	EPIC RIDES 24 HRS OLD PUEBLO - LODGING
02/20/2018	ENTERPRISE RENT-A-CAR	952.80	740-7201-450-05-80-	EPIC RIDES 24 HRS OLD PUEBLO -

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
02/21/2018	OFFICE DEPOT #973	39.06	740-7201-450-05-42-	TRANSPORTATION ENVELOPES FOR VISITOR GUIDES
02/21/2018	ADOBE SYSTEMS, INC.	69.99	740-7201-450-05-45-	02/20/18-03/19/18 CREATIVE SUITE MEMBERSHIP
02/22/2018	INTUIT IN SIMPLEVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 02/01/18-02/28/18
02/23/2018	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2018 FEB LIST CHARGE 12,801-25,000
02/28/2018	OFFICE DEPOT #973	41.27	740-7254-450-06-01-	OFFICE SUPPLIES
02/28/2018	FACEBK HSGTTE6UY2	36.45	740-7201-450-05-42-	FACEBOOK ADS 01/30/18- 02/12/18
03/01/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
03/01/2018	ISTORAGE-50 EAST	79.00	740-7200-413-04-40-	Unit F14 2018 MAR
report count:	58	7,355.50		