

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

Date Submitted: 09/06/17

Agenda Date Requested: 09/11/17

Time Requested: 15 Minutes

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

From: Joel Dunn, Executive Director

Subject Title: **Approval for ratification of the CTA Statement of P-Card Report for July, 2017 and the Accounts Payable Checks for August, 2017.**

Staff Summary: The CTA Board will review an account activity statement for CTA bills/payments for July and August, 2017.

Type of Action Requested:

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

Recommended Board Action: **I move to approve the ratification of the CTA Account Activity Statement of P-Card charges for July, 2017 and the Accounts Payable Checks for August, 2017.**

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 P-Card Report for July 2017 and the Accounts Payable Checks for August, 2017

Prepared By: Joel Dunn, Executive Director

CCVB P-Card Report

CH Full Name Exactly Matches 'null'
 Company Name City of Carson City
 Post Date Between 2017-07-05 00:00:00 and 2017-08-04 00:00:00
 Report Owner MCQUEARY, CHRISTINE
 Report Time 2017-09-05 13:49:23
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
07/10/2017	VZWRLSS APOCC VISB	314.85	740-7200-413-07-10-	06/20/17-07/19/17
07/10/2017	BB NEVADA MUSEUM OF A	45.00	740-7254-450-05-45-	1 YR MEMBERSHIP
07/11/2017	COURTYARD BY MARRIOTT	(309.69)	740-7230-450-06-25-	EPIC RIDES - LODGING CREDIT
07/12/2017	INT IN ADVENTURE SPOR	1,350.00	740-7201-450-05-42-	ADVENTURE SPORTS JOURNAL 1/2 PG AD
07/12/2017	INT IN ADVENTURE SPOR	1,350.00	740-7201-450-05-42-	ADVENTURE SPORTS JOURNAL 1/2 PG AD
07/13/2017	SQU SQ COMMA COFFEE	45.32	740-7201-450-06-25-	MARKETING MEETING WITH COMPLETE NV TRAVELER
07/13/2017	BB NEVADA MUSEUM OF A	8.00	740-7254-450-06-25-	LECTURE
07/14/2017	ADOBE PHOTOGRAPHY PLAN	9.99	740-7254-450-05-45-	07/14/17-08/13/17 CREATIVE PHOTOSHOP/LIGHTROOM MEM
07/14/2017	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201707 yourexperiencestartshere.comBusinessPackage
07/14/2017	ELDORADO ROXYS BAR	73.00	740-7254-450-06-25-	24HR MURAL NAC FAREWELL
07/17/2017	EB TASTE OF DOWNTOWN	49.46	740-7254-450-06-25-	LOCAL EVENT RESEARCH & DEVELOPMENT
07/17/2017	GEEKSQUADPLAN 00015784	7.99	740-7200-413-06-25-	2017 JUN PROTECTION PLAN FOR PHONE 790-7757
07/18/2017	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	07/18/17 - 08/17/17
07/19/2017	SQ CANVAS CAFE	30.79	740-7201-450-06-25-	MARKETING MEETING WITH COMPLETE NV TRAVELER
07/19/2017	NAPA AUTO TRUCK PARTS	15.34	740-7201-450-06-25-	MARKETING VEHICLE-COOLING FAN PARTS
07/19/2017	FISH CARSON CITY	100.00	740-7254-450-06-25-	TRUE GRIT FLOAT SUPPLIES
07/20/2017	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	07/20/17-08/19/17 CREATIVE SUITE MEMBERSHIP
07/21/2017	PAYPAL COEURDALENE	120.00	740-7254-450-06-25-	FUNDRAISING EVENT IN RENO
07/21/2017	OFFICE DEPOT #973	23.99	740-7200-413-06-01-	NETWORK CABLE
07/22/2017	DROPBOX LBG6RJ983X9J	138.00	740-7201-450-05-45-	07/22/17-07/22/18
07/23/2017	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2017 JUL LIST CHARGE 12,801-25,000

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
07/26/2017	KONICA MINOLTA BUSINES	189.58	740-7201-450-04-44-	PRINTER RENTAL 06/26/17-07/25/17
07/26/2017	KONICA MINOLTA BUSINES	947.92	740-7201-450-04-44-	PRINTER RENTAL 06/26/17-07/25/17
07/28/2017	EB BLOOM AFTER DARK F	52.60	740-7254-450-06-25-	BLOOM AFTER DARK FUND RAISING EVENT
07/29/2017	SUPER 8 CARSON CITY	307.44	740-7201-450-06-25-	MUSIC EVENT PROMOTER - LODGING
07/29/2017	SUPER 8 CARSON CITY	307.44	740-7201-450-06-25-	MUSIC EVENT PROMOTER - LODGING
07/30/2017	HILTON GARDEN INN	172.76	740-7201-450-05-80-	BIKE & TRAIN MARKETING TRIP - LODGING
07/30/2017	RED LION HOTEL	182.11	740-7201-450-05-80-	BIKE & TRAIN MARKETING TRIP - LODGING
07/31/2017	INN AT NYE BEACH	188.10	740-7201-450-05-80-	BIKE & TRAIN MARKETING TRIP - LODGING
07/31/2017	FACEBK ACWB5D6UY2	170.53	740-7201-450-05-42-	FACEBOOK ADS
07/31/2017	SHELL OIL 636137822QPS	47.89	740-7201-450-05-80-	BIKE & TRAIN MARKETING TRIP - FUEL
07/31/2017	GARIBALDI HOUSE INN SU	333.16	740-7201-450-05-80-	BIKE & TRAIN MARKETING TRIP - LODGING
08/01/2017	CARSON CITY FLORIST	35.00	740-7254-450-06-25-	GIFT
08/01/2017	PAPERLANTERNSTORE.C	36.62	740-7254-450-06-25-	PARASOLS FOR NV DAY PROGRAM COVER
08/01/2017	VIET PHO OF CARSON	39.64	740-7201-450-06-25-	MT RESORT TV LUNCH MEETING
08/02/2017	INN AT NYE BEACH	203.68	740-7201-450-05-80-	BIKE & TRAIN MARKETING TRIP - LODGING
08/02/2017	BANDON INN	166.02	740-7201-450-05-80-	BIKE & TRAIN MARKETING TRIP - LODGING
08/03/2017	EB 2ND ANNUAL PHILANT	50.00	740-7254-450-06-25-	2ND ANNUAL PHILANTHROPY LEADERS SUMMIT
08/03/2017	FACEBK VYGC4D6TY2	38.90	740-7201-450-05-42-	FACEBOOK ADS
report count:	39	7,108.86		

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
371050	08/18/17	2663516	ALLSTREAM	2017 JULY TELEPHONE	16.44
1000195	08/31/17	12086	BANK OF AMERICA	PMT FOR 07/05/17-08/04/17 CCVB CREDIT CARD CHARGES	7,124.03
370894	08/11/17	8032	CAPITAL BEVERAGES	WATER FOR GIFT STORE	37.00
371226	08/25/17	2665699	CARSON NOW LLC	2017 AUG NOW AD MENU LINK	540.00
370898	08/11/17	2666573	CASSIDY, RYAN	EPIC RIDES - 2 CONCERT SETS	1,200.00
371088	08/18/17	15638	COMPUTER ARTISTRY	07/19/17-08/08/17 DESIGN WORK	812.50
370922	08/11/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
371102	08/18/17	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	70.00
371267	08/25/17	2666220	ISTORAGE 50 EAST BUSINEESS CENTER	2017 JUL UTILITIES	90.71
371267	08/25/17	2666220	ISTORAGE 50 EAST BUSINEESS CENTER	2017 SEP RENT	562.00
370775	08/04/17	2666568	KONICA MINOLTA PREMIER FINANCE	07/01/17-07/31/17	4,494.52
371279	08/25/17	2666568	KONICA MINOLTA PREMIER FINANCE	08/01/17-08/31/17	3,424.19
370783	08/04/17	2665980	MADDEN MEDIA	HALF PAGE AD IN NEVADA MANDARIN	1,312.50
371304	08/25/17	1403160	NEVADA DAY INC	2017 DIAMOND SPONSERSHIP	6,000.00
370799	08/04/17	1909450	NEVADA DEPARTMENT OF TAXATION	3/8% LODGING TAX FOR APRIL & MAY 2017	14,325.32
371305	08/25/17	1909450	NEVADA DEPARTMENT OF TAXATION	3/8% LODGING TAX FOR JUNE 2017	8,811.81
371309	08/25/17	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 08/10/17	8,368.00
371139	08/18/17	13957	NV ENERGY	06/30/17-08/01/17	455.89
371144	08/18/17	13835	OCAMPO-LOZADA, JULIE	ENGLISH TO SPANISH TRANSLATION FOR RADIO SPOTS	61.60
370994	08/11/17	2665717	RENO TAHOE TERRITORY	09/01/17-08/31/18 FULL VOTING MEMBERSHIP DUES	150.00
370996	08/11/17	2665777	RICOH USA, INC	LEASE PAY OFF ON PRINTER	16,117.08
371224	08/25/17	2665479	THE CARSON CITY GHOST WALK	6 TOURS FOR ALL WORLD SPORTS	2,050.00
371023	08/11/17	2666174	VERITIV OPERATING COMPANY	BROCHURE PAPER	358.26
370867	08/04/17	2201200	VIDEO VELOCITY	VC & COMSTOCK LODGE VIDEOS	100.00
371374	08/25/17	15651	WELLSFARGO INSURANCE SERVICES USA	SPECIAL EVENT INSURANCE	450.00
					76,956.85