

Carson City Culture & Tourism Authority
Agenda Report

Date Submitted: 06/09/21

Agenda Date Requested: 06/14/21

Time Requested: 5 Minutes

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

From: David Peterson, Executive Director (dpeterson@visitcarsoncity.com)

Subject Title: Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks and p-card charges for April 2021.

Staff Summary: The CTA Board will review the invoice listing for Accounts Payable Checks totaling \$24,273.56 and P-card charges totaling \$13,199.73 in April 2021, 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 the P-card charges for April 2021.

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 April 2021.

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: 2021/10 TO 2021/10	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
	7407200			CTA - EXECUTIVE		
	740-98-72-7200-000-500440-000360	CARSONCITY SQUARE LLC 2261	0	BUILDING RENTAL 2021 10 INV P	5,266.00 0507210L 903087916	202105 Rent - 03/05
				ACCOUNT TOTAL	5,266.00	
	740-98-72-7200-000-500444-001589	PITNEYBOWES INC 3313262587	0	OFFICE EQUIPMENT RENTAL 2021 10 INV P	195.66 0423210L 903087655	01/29/21-04/28/21
				ACCOUNT TOTAL	195.66	
	740-98-72-7200-000-500625-000724	FIRSTCHOICESERVICES 564823	0	OPERATING SUPPLIES 2021 10 INV P	50.00 0507210L 903087933	202105 Rental
				ACCOUNT TOTAL	50.00	
	740-98-72-7200-000-500710-000071	ALLSTREAM 638-2321	0	TELEPHONE 2021 10 INV P	2.19 0423210L 903087482	
	740-98-72-7200-000-500710-000071	ALLSTREAM 650	0	2021 10 INV P	4.47 0423210L 903087482	
	740-98-72-7200-000-500710-000071	ALLSTREAM 7200	0	2021 10 INV P	22.34 0423210L 903087482	
					29.00	
				ACCOUNT TOTAL	29.00	
	740-98-72-7200-000-500712-001458	NVENERGY 67482002802261- 03	0	POWER 2021 10 INV P	128.63 0423210L 903087643	03/01/21-03/30/21 1
	740-98-72-7200-000-500712-001458	NVENERGY 67482002802279-03	0	2021 10 INV P	84.59 0423210L 903087643	03/01/21-03/30/21 1
					213.22	
				ACCOUNT TOTAL	213.22	
	740-98-72-7200-000-500713-000360	CARSONCITY SQUARE LLC 2261	0	HEATING 2021 10 INV P	211.18 0507210L 903087916	202105 Rent - 03/05
				ACCOUNT TOTAL	211.18	
				ORG 7407200 TOTAL	5,965.06	
	7407201			CTA - MARKETING		
	740-98-72-7201-000-500340-003021	JESSWEALPHOTOGRAPHY 00022	0	CONTRACT EMPLOYEES 2021 10 INV P	60.75 0423210L 903087556	NAA Rack Card Desig
				ACCOUNT TOTAL	60.75	
	740-98-72-7201-000-500349-001050	KPS3 43965	0	CONTRACTUAL SERVICES 2021 10 INV P	5,734.50 0423210L 903087567	202103 Creative Con
	740-98-72-7201-000-500349-001050	KPS3 43967	0	2021 10 INV P	253.75 0423210L 903087567	202103 Web Dev/CRM
					5,988.25	

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City of Carson City
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2021/10 TO 2021/10	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
				ACCOUNT TOTAL		5,988.25
740-98-72-7201-000-500444-				OFFICE EQUIPMENT RENTAL		
001049 KONICAMINOLTAPREMIER	72218156		0	2021 10 INV P	690.09 050721OL 903087945	05/01/21-05/31/21 D
001049 KONICAMINOLTAPREMIER	72218183		0	2021 10 INV P	2,623.55 050721OL 903087945	05/01/21-05/31/21 P
						3,313.64
				ACCOUNT TOTAL		3,313.64
740-98-72-7201-000-500540-				PUBLICITY/SPECIAL EVENTS		
000336 CARSONCITYCHAMBEROFC	13483		0	2021 10 INV P	100.00 042321OL 903087512	2021 Golf Tournamen
001337 NEVADADAYINC	202104NVDAY		0	2021 10 INV P	500.00 042321OL 903087628	Sponsorship NV Day
				ACCOUNT TOTAL		600.00
740-98-72-7201-000-500542-				PRINTING/ADVERTISING		
000372 CARSONNOWLLC	0005492		0	2021 10 INV P	400.00 042321OL 903087516	04/05/21-05/04/21
002306 ROGUE5MEDIA	8743		0	2021 10 INV P	3,600.00 042321OL 903087677	2021 Golfing NV Mag
				ACCOUNT TOTAL		4,000.00
740-98-72-7201-000-500625-				OPERATING SUPPLIES		
002354 PETERSONDAVID	Peterson202104		0	2021 10 INV P	60.00 050721OL 903087988	Reimbursement RTT R
				ACCOUNT TOTAL		60.00
				ORG 7407201 TOTAL		14,022.64
7407254				CTA - ARTS & CULTURE 1%		
740-98-72-7254-000-500349-				CONTRACTUAL SERVICES		
000273 BREWERYARTSCENTER	1114		0	2021 10 INV P	4,285.86 042321OL 903087506	2021-001 03/01/21-0
				ACCOUNT TOTAL		4,285.86
				ORG 7407254 TOTAL		4,285.86
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FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:						24,273.56
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** END OF REPORT - Generated by Chris Kipp **

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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
4037	*****5118	David Peterson	7200	052021	Released	2021/10	11,240.73
GL Effective Date: 04/12/2021		Invoice Date: 04/12/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
29056	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		04/02/2021	04/05/2021	04/12/2021	500.00
29057	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		04/05/2021	04/05/2021	04/12/2021	500.00
29058	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		04/07/2021	04/08/2021	04/12/2021	500.00
29059	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		04/09/2021	04/09/2021	04/12/2021	500.00
29418	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		04/11/2021	04/12/2021	04/19/2021	500.00
29419	HULU - RT-21-01-006 AD CAMPA	P-CARD OTP VENDOR		04/10/2021	04/12/2021	04/19/2021	299.98
29420	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		04/09/2021	04/12/2021	04/19/2021	744.91
29421	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		04/13/2021	04/14/2021	04/19/2021	500.00
29422	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		04/15/2021	04/16/2021	04/19/2021	500.00
29745	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		04/17/2021	04/19/2021	04/26/2021	500.00
29746	HULU - RT-21-01-006 AD CAMPA	P-CARD OTP VENDOR		04/18/2021	04/19/2021	04/26/2021	309.86
29747	PRIDE WEALTH CLUB - 2021 TRA	P-CARD OTP VENDOR		04/17/2021	04/19/2021	04/26/2021	395.00
29748	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		04/19/2021	04/20/2021	04/26/2021	500.00
29749	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		04/21/2021	04/22/2021	04/26/2021	900.00
29750	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		04/21/2021	04/22/2021	04/26/2021	500.00
30097	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		04/24/2021	04/26/2021	05/04/2021	500.00
30098	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		04/25/2021	04/26/2021	05/04/2021	500.00
30099	HULU - RT-21-01-006 AD CAMPA	P-CARD OTP VENDOR		04/26/2021	04/27/2021	05/04/2021	278.75
30100	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		04/28/2021	04/28/2021	05/04/2021	500.00
30310	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		04/30/2021	05/03/2021	05/07/2021	500.00
30311	HULU - RT-21-01-006 AD CAMPA	P-CARD OTP VENDOR		05/02/2021	05/03/2021	05/07/2021	229.29
30312	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		05/01/2021	05/03/2021	05/07/2021	500.00
30313	HULU - RT-21-01-006 AD CAMPA	P-CARD OTP VENDOR		05/02/2021	05/03/2021	05/07/2021	82.94
30314	GOOGLE - MEDIA BUYS	P-CARD OTP VENDOR		05/03/2021	05/04/2021	05/07/2021	500.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	11240.73

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
4055	*****1023	LYDIA BECK	7200	052021	Released	2021/10	322.16
GL Effective Date: 04/12/2021		Invoice Date: 04/12/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
29129	AMAZON - Space Heater	AMAZON.COM SERVICES INC.		04/04/2021	04/05/2021	04/12/2021	49.99
29130	EVENTBRITE - MARKETING WORKS	P-CARD OTP VENDOR		04/08/2021	04/09/2021	04/12/2021	25.00
30130	FLIPSNACK - VISITOR GUIDE PD	P-CARD OTP VENDOR		04/26/2021	04/27/2021	05/04/2021	48.00
30131	BHN GIFTCARDS - Gift card pu	P-CARD OTP VENDOR		04/29/2021	04/30/2021	05/04/2021	113.70
30337	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		05/03/2021	05/03/2021	05/07/2021	0.52
30338	SO JUICY - GIFT CARD For Med	P-CARD OTP VENDOR		04/30/2021	05/03/2021	05/07/2021	20.00
30339	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		05/01/2021	05/03/2021	05/07/2021	64.95

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	49.99
7407201	500330	TRAINING		Y-Apprv	N	25.00
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	247.17

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City of Carson City
PURCHASE CARD STATEMENTS

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Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
4066	*****7554	David Peterson	7200	052021	Released	2021/10	389.47
GL Effective Date: 04/12/2021		Invoice Date: 04/12/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
29151	AFTA ASSOC CAREER CENTER	P-CARD OTP VENDOR		04/05/2021	04/06/2021	04/12/2021	215.00
29152	ARTJOBS - ARTS & CULTURE MAN	P-CARD OTP VENDOR		04/05/2021	04/06/2021	04/12/2021	68.00
30174	JIMMY'S AT THE LANDING - RUR	P-CARD OTP VENDOR		04/22/2021	04/26/2021	05/04/2021	106.47
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv		N	106.47
7407254	500625	OPERATING SUPPLIES		Y-Apprv		N	283.00
4082	*****8725	CHRISTINE KIPP	7200	052021	Released	2021/10	593.12
GL Effective Date: 04/12/2021		Invoice Date: 04/12/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
29255	VERIZON - 03/20/21-04/19/21	P-CARD OTP VENDOR		04/10/2021	04/12/2021	04/19/2021	204.33
29594	ADT SECURITY - 04/18/20-05/1	P-CARD OTP VENDOR		04/18/2021	04/19/2021	04/26/2021	50.53
29595	ADOBE 04/20/21-05/19/21 CREA	P-CARD OTP VENDOR		04/21/2021	04/22/2021	04/26/2021	239.97
29982	PAYMO - PRINTING PROJECT MAN	P-CARD OTP VENDOR		04/23/2021	04/26/2021	05/04/2021	18.95
29983	MAILCHIMP - 2021 04 LIST CHA	P-CARD OTP VENDOR		04/24/2021	04/26/2021	05/04/2021	79.19
29984	INTL TRANS FOR PAYMO INV #20	P-CARD OTP VENDOR		04/26/2021	04/26/2021	05/04/2021	0.15
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407200	500545	MEMBERSHIP / PUBLICATIONS		Y-Apprv		N	79.99
7407200	500625	OPERATING SUPPLIES		Y-Apprv		N	50.53
7407200	500710	TELEPHONE		Y-Apprv		N	204.33
7407201	500625	OPERATING SUPPLIES		Y-Apprv		N	258.27
4115	*****0059	JAMES SALANOA	7200	052021	Released	2021/10	446.64
GL Effective Date: 04/12/2021		Invoice Date: 04/12/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
29580	LA BAKERY CAFE - TOURS OF DI	P-CARD OTP VENDOR		04/16/2021	04/19/2021	04/26/2021	30.99
29581	KELLY PAPER - PAPER FOR POST	P-CARD OTP VENDOR		04/22/2021	04/23/2021	04/26/2021	329.83
29954	ARCHIES GIANT HAMBURGER - HO	P-CARD OTP VENDOR		04/26/2021	04/28/2021	05/04/2021	40.16
29955	SQUEEZE IN - HOOPS CIRCUT -	P-CARD OTP VENDOR		04/27/2021	04/29/2021	05/04/2021	45.66
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407201	500625	OPERATING SUPPLIES		Y-Apprv		N	446.64

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City of Carson City
PURCHASE CARD STATEMENTS

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Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
4129	*****7162	Lydia Bruegge	7200	052021	New	2021/10	119.88
GL Effective Date: 04/12/2021		Invoice Date: 04/12/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
29774	DROPBOX - Plus (4/17/2021 to P-CARD OTP VENDOR		04/17/2021	04/19/2021	04/26/2021		119.88
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	119.88	
4136	*****4100	LINDA MACAULEY	7200	052021	Released	2021/10	87.73
GL Effective Date: 04/12/2021		Invoice Date: 04/12/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
29917	ENGRAVERS OF RENO - NAME PLA P-CARD OTP VENDOR		04/27/2021	04/28/2021	05/04/2021		87.73
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	87.73	
4165	*****4100	LINDA MACAULEY	7200	062021	New	2021/11	180.98
GL Effective Date: 05/10/2021		Invoice Date: 05/10/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
30382	OFFICE DEPOT #973 - Purchase OFFICE DEPOT INC		05/05/2021	05/06/2021	05/10/2021		180.98
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
999	227500	P-CARD CLEARING		N	N	180.98	