

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

**Date Submitted:** 11/03/21

**Agenda Date Requested:** 11/08/21

**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 September 2021.

**Staff Summary:** The CTA Board will review the invoice listing for Accounts Payable Checks totaling \$49,010.57 and P-card charges totaling \$12,572.38 in September 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 September 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 September 2021.

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

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City of Carson City  
INVOICE LIST BY GL ACCOUNT

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apinvgl

YEAR/PERIOD: 2022/3	TO 2022/3												
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION				
7407200									CTA - EXECUTIVE				
7407200	500440								BUILDING RENTAL				
000360	CARSONCITYSQUARELLC	2308	2022	3	INV P	5,381.00	091021MD	903090667	202109 Rent 07/03/2				
000360	CARSONCITYSQUARELLC	2316	2022	3	INV P	5,381.00	100821MD	903091407	202110 Rent/SWG				
						10,762.00							
						ACCOUNT TOTAL				10,762.00			
7407200	500444								OFFICE EQUIPMENT RENTAL				
001848	SIERRAOFFICESOLUTION	IN2101430	2022	3	INV P	11.46	092421MD	903091190	05/20/21-08/19/21				
						ACCOUNT TOTAL				11.46			
7407200	500625								OPERATING SUPPLIES				
000724	FIRSTCHOICESERVICES	581399	2022	3	INV P	50.00	091021MD	903090683	202109 Rental				
000724	FIRSTCHOICESERVICES	584329	2022	3	INV P	63.95	100121MD	903091282	Filter Exchange				
000724	FIRSTCHOICESERVICES	585162	2022	3	INV P	50.00	100821MD	903091429	202110 Rental				
						163.95							
001865	SILVERSTATEINDUSTRIE	01-06 2201039	2022	3	INV P	600.00	092421MD	903091192	1,000 CTA Bags Gift				
						ACCOUNT TOTAL				763.95			
7407200	500710								TELEPHONE				
000071	ALLSTREAM	650	2022	3	INV P	4.14	091721MD	903090804					
000071	ALLSTREAM	7200	2022	3	INV P	20.69	091721MD	903090804					
						24.83							
						ACCOUNT TOTAL				24.83			
7407200	500713								HEATING				
000360	CARSONCITYSQUARELLC	2308	2022	3	INV P	33.15	091021MD	903090667	202109 Rent 07/03/2				
000360	CARSONCITYSQUARELLC	2316	2022	3	INV P	26.53	100821MD	903091407	202110 Rent/SWG				
						59.68							
						ACCOUNT TOTAL				59.68			
						ORG 7407200 TOTAL				11,621.92			
7407201									CTA - MARKETING				
7407201	500340								CONTRACT EMPLOYEES				
002487	KATHARINEJCOX	831E	2022	3	INV P	60.00	091721MD	903090851	Biking ASJ				
002746	BRIANLONDON	199	2022	3	INV P	3,000.00	092421MD	903091014	VCC Creative Concep				
002746	BRIANLONDON	201	2022	3	INV P	6,000.00	100121MD	903091251	RT-22-01-009 Qual A				
						9,000.00							

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INVOICE LIST BY GL ACCOUNT

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apinvgl

YEAR/PERIOD: 2022/3	TO 2022/3									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
								ACCOUNT TOTAL	9,060.00	
7407201 500349								CONTRACTUAL SERVICES		
001050 KPS3	45470	0	2022 3	INV	P			7,227.50 092421MD 903091058	202108 Creative Con	
001050 KPS3	45473	0	2022 3	INV	P			831.25 092421MD 903091058	202108 Web Dev/CRM/	
									8,058.75	
003719 BANDWANGO	3131	0	2022 3	INV	P			10,875.00 100121MD 903091249	10/07/21-06/30/22 A	
								ACCOUNT TOTAL	18,933.75	
7407201 500444								OFFICE EQUIPMENT RENTAL		
001049 KONICAMINOLTAPREMIER	73836453	0	2022 3	INV	P			690.09 100121MD 903091293	10/01/21-10/31/21 D	
001049 KONICAMINOLTAPREMIER	73836480	0	2022 3	INV	P			2,623.55 100121MD 903091293	10/01/21-10/31/21 P	
									3,313.64	
								ACCOUNT TOTAL	3,313.64	
7407201 500542								PRINTING/ADVERTISING		
000372 CARSONNOWLLC	0005799	0	2022 3	INV	P			400.00 091721MD 903090819	09/05/21-10/04/21	
								ACCOUNT TOTAL	400.00	
7407201 500625								OPERATING SUPPLIES		
999913 James Salanoa	202108Salanoa	0	2022 3	INV	P			76.26 091021MD 903090719	Reimburse-Victorian	
								ACCOUNT TOTAL	76.26	
								ORG 7407201 TOTAL	31,783.65	
7407205								CCTA - EVENTS & SALES		
7407205 500540								PUBLICITY/SPECIAL EVENTS		
001337 NEVADADAYINC	1864	0	2022 3	INV	P			5,000.00 100121MD 903091320	Platinum Sponsor NV	
								ACCOUNT TOTAL	5,000.00	
7407205 500544								NEVADA DAY		
003717 STEWARTINDIANSCHOOL	002	0	2022 3	INV	P			175.00 100121MD 903091358	Pre-IPW tour collat	
								ACCOUNT TOTAL	175.00	
7407205 500625								OPERATING SUPPLIES		
000345 CARSONCITYGHOSTWALK	GhostWalk202109	0	2022 3	INV	P			150.00 100821MD 903091406	09/16/21 Tour Op Bu	
								ACCOUNT TOTAL	150.00	
								ORG 7407205 TOTAL	5,325.00	

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INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: ACCOUNT/VENDOR	2022/3 INVOICE	TO 2022/3	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
7407254 7407254 500349 001050 KPS3	45473		0	CTA - ARTS & CULTURE 1% CONTRACTUAL SERVICES 2022 3 INV P	280.00 092421MD 903091058	202108 Web Dev/CRM/
				ACCOUNT TOTAL	280.00	
				ORG 7407254 TOTAL	280.00	
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FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:					49,010.57	
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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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apcstmt

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
4888	*****4100	LINDA MACAULEY	7200	102021	Released	2022/03	745.41
GL Effective Date: 09/13/2021		Invoice Date: 09/13/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36030	NV ENERGY - 06/29/21-07/29/2	P-CARD OTP VENDOR		09/03/2021	09/06/2021	09/13/2021	239.69
36031	NV ENERGY - 06/29/21-07/29/2	P-CARD OTP VENDOR		09/07/2021	09/09/2021	09/13/2021	505.72
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407200	500712	POWER		Y-Apprv	N	745.41	

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
4893	*****0059	JAMES SALANOVA	7200	102021	Released	2022/03	3,255.51
GL Effective Date: 09/13/2021		Invoice Date: 09/13/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36044	VDARA HOTEL - 2021 IPW - LO	P-CARD OTP VENDOR		09/06/2021	09/08/2021	09/13/2021	198.41
36045	AMERICAN BUS ASSOCIATI - ABA	P-CARD OTP VENDOR		09/07/2021	09/08/2021	09/13/2021	1595.00
36046	UNITED/TRAVELOCITY - NTA Con	P-CARD OTP VENDOR		09/07/2021	09/09/2021	09/13/2021	156.20
36047	SOUTHWEST AIR - NTA Conferen	SOUTHWEST AIRLINES CO.		09/07/2021	09/09/2021	09/13/2021	156.98
36286	GRAPHICS FACTORY - IPW CONFE	P-CARD OTP VENDOR		09/13/2021	09/14/2021	09/20/2021	40.00
36287	KOHL'S- IPW CONFERENCE - LOG	P-CARD OTP VENDOR		09/13/2021	09/14/2021	09/20/2021	90.00
36288	GOGETTESTED- IPW CONFERENCE	P-CARD OTP VENDOR		09/16/2021	09/17/2021	09/20/2021	60.00
36604	LYFT RIDE - IPW CONFERENCE -	P-CARD OTP VENDOR		09/19/2021	09/20/2021	09/27/2021	9.65
36605	SW AIR - IPW CONFERENCE - TR	SOUTHWEST AIRLINES CO.		09/17/2021	09/20/2021	09/27/2021	98.01
36606	LYFT RIDE - IPW CONFERENCE -	P-CARD OTP VENDOR		09/19/2021	09/20/2021	09/27/2021	24.97
36607	AMAZON - CHARGING CABLE	P-CARD OTP VENDOR		09/20/2021	09/20/2021	09/27/2021	25.99
36608	NACHO DADDY - IPW CONFERENCE	P-CARD OTP VENDOR		09/19/2021	09/21/2021	09/27/2021	39.32
36609	LYFT RIDE - IPW CONFERENCE -	P-CARD OTP VENDOR		09/20/2021	09/21/2021	09/27/2021	32.99
36610	HOLSTEINS - IPW CONFERENCE -	P-CARD OTP VENDOR		09/20/2021	09/22/2021	09/27/2021	60.56
36611	DUNKIN - IPW CONFERENCE - ME	P-CARD OTP VENDOR		09/21/2021	09/22/2021	09/27/2021	5.36
36612	LYFT RIDE - IPW CONFERENCE -	P-CARD OTP VENDOR		09/22/2021	09/22/2021	09/27/2021	10.71
36613	LYFT RIDE - IPW CONFERENCE -	P-CARD OTP VENDOR		09/22/2021	09/22/2021	09/27/2021	11.99
36614	LYFT RIDE - IPW CONFERENCE -	P-CARD OTP VENDOR		09/22/2021	09/22/2021	09/27/2021	10.96
36615	SW AIR - IPW CONFERENCE - TR	SOUTHWEST AIRLINES CO.		09/22/2021	09/23/2021	09/27/2021	90.00
36616	LYFT RIDE - IPW CONFERENCE -	P-CARD OTP VENDOR		09/22/2021	09/23/2021	09/27/2021	12.52
36617	RWLV FAMOUS FOODS - IPW CONF	P-CARD OTP VENDOR		09/21/2021	09/23/2021	09/27/2021	21.68
36618	NATHAN'S - IPW CONFERENCE -	P-CARD OTP VENDOR		09/23/2021	09/24/2021	09/27/2021	9.62
36619	LV CONVENTION CENTER - IPW C	P-CARD OTP VENDOR		09/22/2021	09/24/2021	09/27/2021	12.73
36620	VDARA HOTEL - 2021 IPW - LOD	P-CARD OTP VENDOR		09/22/2021	09/24/2021	09/27/2021	481.86
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	25.99	
7407205	500543	ADVERTISING/MARKETING		Y-Apprv	N	3229.52	

CCCTA BOARD MEMBER APPROVAL

  
Mike Jones, CCCTA Chairman





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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
4901	*****8725	CHRISTINE KIPP	7200	102021	Released	2022/03	649.28
GL Effective Date: 09/13/2021		Invoice Date: 09/13/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36078	VERIZON - 08/20/21-09/19/21	P-CARD OTP VENDOR		09/10/2021	09/10/2021	09/13/2021	223.73
36657	ADT SECURITY - 09/18/21-10/1	P-CARD OTP VENDOR		09/18/2021	09/20/2021	09/27/2021	53.31
36658	ADOBE 08/20/21-09/19/21	CREA P-CARD OTP VENDOR		09/21/2021	09/22/2021	09/27/2021	273.95
36659	PRINTING PROJECT MANAGEMENT	P-CARD OTP VENDOR		09/23/2021	09/24/2021	09/27/2021	18.95
36660	INTL TRANS FOR PAYMO INV #20	P-CARD OTP VENDOR		09/24/2021	09/24/2021	09/27/2021	0.15
36979	MAIL CHIMP - 2021 09 LIST CH	P-CARD OTP VENDOR		09/24/2021	09/27/2021	10/04/2021	79.19
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv N			96.98
7407200	500710	TELEPHONE		Y-Apprv N			199.99
7407201	500625	OPERATING SUPPLIES		Y-Apprv N			258.27
7407211	500625	OPERATING SUPPLIES		Y-Apprv N			53.31
7407254	500625	OPERATING SUPPLIES		Y-Apprv N			40.73

4928	*****5118	David Peterson	7200	102021	Released	2022/03	6,480.93
GL Effective Date: 09/13/2021		Invoice Date: 09/13/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36140	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		09/04/2021	09/06/2021	09/13/2021	500.00
36141	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		09/09/2021	09/09/2021	09/13/2021	430.93
36452	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		09/10/2021	09/13/2021	09/20/2021	500.00
36453	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		09/15/2021	09/16/2021	09/20/2021	500.00
36770	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		09/18/2021	09/20/2021	09/27/2021	500.00
36771	Adventure Sports Journal - F	P-CARD OTP VENDOR		09/22/2021	09/23/2021	09/27/2021	1150.00
36772	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		09/22/2021	09/23/2021	09/27/2021	500.00
37086	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		09/25/2021	09/27/2021	10/04/2021	500.00
37087	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		09/27/2021	09/28/2021	10/04/2021	500.00
37088	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		09/30/2021	10/01/2021	10/04/2021	500.00
37089	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		09/30/2021	10/01/2021	10/04/2021	900.00
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv N			6480.93



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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
4943	*****1023	LYDIA BECK	7200	102021	Released	2022/03	560.87
GL Effective Date: 09/13/2021		Invoice Date: 09/13/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36173	CARSON VALLEY SIGNS - "VISIT	GREGORY MILTON-BOYD DEINES		09/02/2021	09/06/2021	09/13/2021	25.00
36174	AMA RENO - WEBINAR- How to N	P-CARD OTP VENDOR		09/07/2021	09/08/2021	09/13/2021	15.00
36175	CC GHOST WALK - 09/25 EVENIN	P-CARD OTP VENDOR		09/09/2021	09/10/2021	09/13/2021	51.27
36497	ST CHARLES HOTEL - Influence	P-CARD OTP VENDOR		09/13/2021	09/14/2021	09/20/2021	404.13
37276	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		10/01/2021	10/04/2021	10/05/2021	64.95
37277	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		10/04/2021	10/04/2021	10/05/2021	0.52
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	25.00	
7407201	500330	TRAINING		Y-Apprv	N	15.00	
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	455.40	
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	65.47	

4965	*****8237	DEBRA SOULE	7200	102021	Released	2022/03	115.92
GL Effective Date: 09/13/2021		Invoice Date: 09/13/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36298	WPY EDAWN - MID-YR UPDATE &	P-CARD OTP VENDOR		09/16/2021	09/17/2021	09/20/2021	40.00
36299	CC CHAMBER OF COMMERCE - CAR	CARSON CITY CHAMBER OF COMMERC		09/16/2021	09/17/2021	09/20/2021	75.92
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	115.92	





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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
4994	*****7554	David Peterson	7200	102021	New	2022/03	764.46
GL Effective Date: 09/13/2021		Invoice Date: 09/13/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
36543	ZOOM - Sep 14, 2021-Oct 13,	ZOOM VIDEO COMMUNICATIONS, INC		09/14/2021	09/15/2021	09/20/2021	14.99
36544	LA BAKERY - TRAVEL NV MEET/G	P-CARD OTP VENDOR		09/16/2021	09/17/2021	09/20/2021	21.91
36545	LA BAKERY - IPW PRE-FAM TOUR	P-CARD OTP VENDOR		09/16/2021	09/17/2021	09/20/2021	31.48
37159	SW AIR - NV RECOVERS LISTENI	SOUTHWEST AIRLINES CO.		09/27/2021	09/29/2021	10/04/2021	285.46
37160	RWLV - NV RECOVERS LISTENING	P-CARD OTP VENDOR		09/29/2021	09/30/2021	10/04/2021	87.13
37161	WILD GARLIC - NV RECOVERS LI	P-CARD OTP VENDOR		09/29/2021	09/30/2021	10/04/2021	16.84
37162	UBER - NV RECOVERS LISTENING	P-CARD OTP VENDOR		09/29/2021	09/30/2021	10/04/2021	37.35
37163	RENO TAHOE AIRPORT - NV RECO	P-CARD OTP VENDOR		09/30/2021	10/01/2021	10/04/2021	15.00
37164	RWLV - NV RECOVERS LISTENING	P-CARD OTP VENDOR		09/30/2021	10/01/2021	10/04/2021	35.11
37165	UBER - NV RECOVERS LISTENING	P-CARD OTP VENDOR		09/30/2021	10/01/2021	10/04/2021	19.16
37289	CUCINA LUPO - TRAVEL NV MEET	P-CARD OTP VENDOR		10/01/2021	10/04/2021	10/05/2021	62.50
37290	RWLV - NV RECOVERS LISTENING	P-CARD OTP VENDOR		09/30/2021	10/04/2021	10/05/2021	137.53

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500580		TRAVEL		Y-Apprv	N	633.58
7407200	500625		OPERATING SUPPLIES		Y-Apprv	N	130.88

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
5102	*****5118	David Peterson	7200	112021	New	2022/04	1,100.00
GL Effective Date: 10/11/2021		Invoice Date: 10/11/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
<del>37468</del>	<del>GOOGLE ADS1180773324 - Purch</del>	<del>XXVI HOLDINGS INC.</del>		<del>10/04/2021</del>	<del>10/05/2021</del>	<del>10/11/2021</del>	<del>500.00</del>
<del>37469</del>	<del>CIVIL AIR PATROL MAGAZ - Pur</del>	<del>P-CARD OTP VENDOR</del>		<del>10/06/2021</del>	<del>10/07/2021</del>	<del>10/11/2021</del>	<del>100.00</del>
<del>37470</del>	<del>GOOGLE ADS1180773324 - Purch</del>	<del>XXVI HOLDINGS INC.</del>		<del>10/07/2021</del>	<del>10/08/2021</del>	<del>10/11/2021</del>	<del>500.00</del>

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
<del>999</del>	<del>227500</del>		<del>P-CARD CLEARING</del>		<del>N</del>	<del>N</del>	<del>1100.00</del>

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
5117	*****1023	LYDIA BECK	7200	112021	New	2022/04	12.65
GL Effective Date: 10/11/2021		Invoice Date: 10/11/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
<del>37509</del>	<del>SQ OLD WORLD COFFEE L - Pur</del>	<del>P-CARD OTP VENDOR</del>		<del>10/07/2021</del>	<del>10/08/2021</del>	<del>10/11/2021</del>	<del>12.65</del>

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
<del>999</del>	<del>227500</del>		<del>P-CARD CLEARING</del>		<del>N</del>	<del>N</del>	<del>12.65</del>