

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

Date Submitted: 01/05/22

Agenda Date Requested: 01/10/22

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 November 2021.

Staff Summary: The CTA Board will review the invoice listing for Accounts Payable Checks totaling \$32,885.46 and P-card charges totaling \$14,996.11 in November 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 November 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 November 2021.

Prepared By: Chris Kipp, Operations Manager

01/03/2022 08:23
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City of Carson City
INVOICE LIST BY GL ACCOUNT

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apinvgla

YEAR/PERIOD: 2022/5 TO 2022/5	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
	7407200			CTA - EXECUTIVE		
	740-98-72-7200-000-500349-003085	CASEYNEILONINC	622593	0	2022 5 INV P	13,000.00 120321MD 903092692 FY21 Financial Stat
						ACCOUNT TOTAL 13,000.00
	740-98-72-7200-000-500440-000360	CARSONCITY SQUARELLC	2323	0	2022 5 INV P	5,381.00 111221MD 903092235 202111 Rent/SWG 08/
						ACCOUNT TOTAL 5,381.00
	740-98-72-7200-000-500625-000724	FIRSTCHOICESERVICES	589290	0	2022 5 INV P	50.00 111221MD 903092253 202111 Rental
						ACCOUNT TOTAL 50.00
	740-98-72-7200-000-500710-000071	ALLSTREAM	638-2321	0	2022 5 INV P	.16 111921MD 903092388
	000071	ALLSTREAM	650	0	2022 5 INV P	4.14 111921MD 903092388
	000071	ALLSTREAM	7200	0	2022 5 INV P	20.70 111921MD 903092388
						25.00
						ACCOUNT TOTAL 25.00
	740-98-72-7200-000-500712-001458	NVENERGY	67482002802261 - 10	0	2022 5 INV P	167.55 111221MD 903092311 09/28/21-10/28/21 1
	001458	NVENERGY	67482002802279 - 10	0	2022 5 INV P	89.52 111221MD 903092311 09/28/21-10/28/21 1
						257.07
						ACCOUNT TOTAL 257.07
	740-98-72-7200-000-500713-000360	CARSONCITY SQUARELLC	2323	0	2022 5 INV P	26.53 111221MD 903092235 202111 Rent/SWG 08/
						ACCOUNT TOTAL 26.53
						ORG 7407200 TOTAL 18,739.60
	7407201			CTA - MARKETING		
	740-98-72-7201-000-500340-002407	AVANTEINTERACTIVE	2059	0	2022 5 INV P	3,375.00 111221MD 903092228 Google Ads Social M
	002487	KATHARINEJCOX	1014G	0	2022 5 INV P	120.00 111221MD 903092271 Itineraries 10/14/2
						ACCOUNT TOTAL 3,495.00
	740-98-72-7201-000-500349-003888	TRESPASSERINC	21-1033	0	2022 5 INV P	1,700.00 120321MD 903092756 NV Day Shoot
						ACCOUNT TOTAL 1,700.00

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City of Carson City
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/5 TO 2022/5	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
740-98-72-7201-000-500444-							OFFICE EQUIPMENT RENTAL		
001049	KONICAMINOLTAPREMIER	74508747	0	2022	5	INV P	690.09	120321MD	903092708 12/01/21-12/31/21 D
001049	KONICAMINOLTAPREMIER	74508756	0	2022	5	INV P	2,623.55	120321MD	903092708 12/01/21-12/31/21 P
							3,313.64		
001848	SIERRAOFFICESOLUTION	IN2271817	0	2022	5	INV P	5.25	120321MD	903092747 08/20/21-11/19/21 O
003844	PACIFICOFFICEAUTOMAT	675655	0	2022	5	INV P	1,137.50	111921MD	903092483 07/26/21-08/26/21 M
003844	PACIFICOFFICEAUTOMAT	675657	0	2022	5	INV P	1,137.50	111921MD	903092483 08/26/21-09/26/21 M
003844	PACIFICOFFICEAUTOMAT	676592	0	2022	5	INV P	1,137.50	111921MD	903092483 09/26/21-10/26/21 M
003844	PACIFICOFFICEAUTOMAT	686388	0	2022	5	INV P	28.60	111921MD	903092483 05/25/21-08/25/21 Q
003844	PACIFICOFFICEAUTOMAT	731444	0	2022	5	INV P	1,137.50	111921MD	903092483 10/26/21-11/26/21 M
							4,578.60		
ACCOUNT TOTAL							7,897.49		
740-98-72-7201-000-500542-							PRINTING/ADVERTISING		
000372	CARSONNOWLLC	0005922	0	2022	5	INV P	400.00	111921MD	903092410 11/05/21-12/04/21
002428	LYDIABECK	BECK1121	0	2022	5	INV P	24.00	111221MD	903092279 Media Plan
002757	SHELBYHOLTE	0000839501	0	2022	5	INV P	500.00	111221MD	903092347 3 Blogs 11/2021-01/
999913	Zach Bragdon	BRAGDON1120	0	2022	5	INV P	129.37	111921MD	903092467 Film Crew Meals NV
ACCOUNT TOTAL							1,053.37		
ORG 7407201 TOTAL							14,145.86		
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FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:							32,885.46	=====	
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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
5147	*****8725	CHRISTINE KIPP	7200	112021	Approved	2022/04	901.33
GL Effective Date:		10/11/2021	Invoice Date:		10/11/2021		

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
37682	VERIZON - 09/20/21-10/19/21	P-CARD OTP VENDOR		10/10/2021	10/11/2021	10/19/2021	323.58
38002	ADT SECURITY - 10/18/21-11/1	P-CARD OTP VENDOR		10/18/2021	10/19/2021	10/25/2021	53.31
38003	ADT SECURITY - LTE radio for	P-CARD OTP VENDOR		10/19/2021	10/19/2021	10/25/2021	171.30
38004	ADOBE 09/20/21-10/19/21	CREA P-CARD OTP VENDOR		10/21/2021	10/22/2021	10/25/2021	273.95
38338	MAIL CHIMP - 2021 10 LIST CH	P-CARD OTP VENDOR		10/24/2021	10/25/2021	11/01/2021	79.19

Org	Object	Proj	Account	Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625			OPERATING SUPPLIES		Y	Apprv N	268.28
7407200	500710			TELEPHONE		Y	Apprv N	199.89
7407201	500625			OPERATING SUPPLIES		Y	Apprv N	239.17
7407211	500625			OPERATING SUPPLIES		Y	Apprv N	53.31
7407254	500625			OPERATING SUPPLIES		Y	Apprv N	140.68

5211	*****4100	LINDA MACAULEY	7200	112021	Approved	2022/04	202.72
GL Effective Date:		10/11/2021	Invoice Date:		10/11/2021		

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
38265	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		10/27/2021	10/28/2021	11/01/2021	42.49
38266	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		10/27/2021	10/28/2021	11/01/2021	160.23

Org	Object	Proj	Account	Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601			OFFICE SUPPLIES		Y	Apprv N	114.57
7407254	500601			OFFICE SUPPLIES		Y	Apprv N	88.15

5279	*****8725	CHRISTINE KIPP	7200	122021	Released	2022/05	915.79
GL Effective Date:		11/09/2021	Invoice Date:		11/09/2021		

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
38937	VERIZON - 10/20/21-11/19/21	P-CARD OTP VENDOR		11/10/2021	11/10/2021	11/15/2021	323.34
39232	ADT SECURITY - 11/18/21-12/1	P-CARD OTP VENDOR		11/18/2021	11/19/2021	11/22/2021	53.31
39520	ADOBE 10/20/21-11/19/21	CREA P-CARD OTP VENDOR		11/21/2021	11/22/2021	11/30/2021	273.95
39521	MAIL CHIMP - 2021 11 LIST CH	P-CARD OTP VENDOR		11/24/2021	11/26/2021	11/30/2021	79.19
39780	KELLY PAPER - 8.5 X 11 PAPER	P-CARD OTP VENDOR		12/03/2021	12/03/2021	12/06/2021	186.00

Org	Object	Proj	Account	Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601			OFFICE SUPPLIES		N	N	186.00
7407200	500625			OPERATING SUPPLIES		Y	Apprv N	96.98
7407200	500710			TELEPHONE		Y	Apprv N	199.73
7407201	500625			OPERATING SUPPLIES		Y	Apprv N	239.17
7407211	500625			OPERATING SUPPLIES		Y	Apprv N	53.31
7407254	500625			OPERATING SUPPLIES		Y	Apprv N	140.60

CCOTA BOARD MEMBER APPROVAL



12/16/2021 12:17
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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
5302	*****5118	David Peterson	7200	122021	Released	2022/05	7,770.00
GL Effective Date: 11/09/2021		Invoice Date: 11/09/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
39047	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		11/07/2021	11/08/2021	11/15/2021	500.00
39048	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		11/05/2021	11/08/2021	11/15/2021	500.00
39049	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		11/09/2021	11/10/2021	11/15/2021	500.00
39050	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		11/09/2021	11/10/2021	11/15/2021	366.78
39051	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		11/11/2021	11/12/2021	11/15/2021	500.00
39327	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		11/13/2021	11/15/2021	11/22/2021	500.00
39328	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		11/16/2021	11/17/2021	11/22/2021	500.00
39614	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		11/21/2021	11/22/2021	11/30/2021	500.00
39615	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		11/19/2021	11/22/2021	11/30/2021	500.00
39616	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		11/22/2021	11/23/2021	11/30/2021	900.00
39617	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		11/23/2021	11/24/2021	11/30/2021	500.00
39618	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		11/25/2021	11/26/2021	11/30/2021	500.00
39908	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		11/27/2021	11/29/2021	12/06/2021	500.00
39909	PINTEREST - AD CAMPAIGNS	P-CARD OTP VENDOR		12/01/2021	12/01/2021	12/06/2021	3.22
39910	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		11/30/2021	12/01/2021	12/06/2021	500.00
39911	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/02/2021	12/03/2021	12/06/2021	500.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	7270.00
7407201	500542	PRINTING/ADVERTISING		N	N	500.00



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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
5312	*****1023	LYDIA BECK	7200	122021	Released	2022/05	4,843.54

GL Effective Date: 11/09/2021 Invoice Date: 11/09/2021

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
39105	STAYBRIDGE SUITES - JUSTINE	P-CARD OTP VENDOR		11/07/2021	11/09/2021	11/15/2021	318.00
39106	EXPRESSO YOURSELF CAFE - Cho	P-CARD OTP VENDOR		11/09/2021	11/10/2021	11/15/2021	40.00
39376	VIRGINIA MILLER - Visit Cars	P-CARD OTP VENDOR		11/18/2021	11/19/2021	11/22/2021	780.00
39377	JUSTINE YOUNG - Family Blogg	P-CARD OTP VENDOR		11/18/2021	11/19/2021	11/22/2021	780.00
39670	CAHILL FILMS - Blue Bus Adve	P-CARD OTP VENDOR		11/19/2021	11/22/2021	11/30/2021	2000.00
39671	PRSA - 01/01/22-12/31/22 MEM	P-CARD OTP VENDOR		11/23/2021	11/24/2021	11/30/2021	380.00
39672	SW AIR - DMA West Tech Summi	SOUTHWEST AIRLINES CO.		11/23/2021	11/26/2021	11/30/2021	20.00
39673	SOUTHWEST AIRLINES - DMA Wes	SOUTHWEST AIRLINES CO.		11/23/2021	11/26/2021	11/30/2021	71.98
39674	SOUTHWEST AIRLINES - DMA Wes	SOUTHWEST AIRLINES CO.		11/23/2021	11/26/2021	11/30/2021	20.00
39957	AMAZON - HOMESTEAD HOLIDAYS	AMAZON.COM SERVICES INC.		11/26/2021	11/29/2021	12/06/2021	127.56
39958	PADDLE.NET - QR codes for th	P-CARD OTP VENDOR		11/29/2021	11/30/2021	12/06/2021	60.00
39959	WALMART- HOMESTEAD HOLIDAYS	P-CARD OTP VENDOR		11/30/2021	12/01/2021	12/06/2021	116.55
39960	AMAZON - Laminator Machine	P-CARD OTP VENDOR		11/30/2021	12/01/2021	12/06/2021	63.98
39961	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		12/02/2021	12/02/2021	12/06/2021	0.52
39962	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		12/01/2021	12/02/2021	12/06/2021	64.95

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	63.98
7407201	500330	TRAINING		Y-Apprv	N	71.98
7407201	500330	TRAINING		N	N	40.00
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	3918.00
7407201	500545	MEMBERSHIP / PUBLICATIONS		Y-Apprv	N	380.00
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	309.58
7407254	500542	PRINTING/ADVERTISING		Y-Apprv	N	60.00

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
5328	*****4100	LINDA MACAULEY	7200	122021	Released	2022/05	139.78

GL Effective Date: 11/09/2021 Invoice Date: 11/09/2021

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
39200	OFFICE DEPOT - INK CARTRIDGE	P-CARD OTP VENDOR		11/15/2021	11/16/2021	11/22/2021	139.78

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	139.78



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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
5361	*****7554	David Peterson	7200	122021	Released	2022/05	940.00
GL Effective Date: 11/09/2021		Invoice Date: 11/09/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
39422	TTRA - SECOND CHAPTER - GWTT P-CARD OTP VENDOR			11/15/2021	11/17/2021	11/22/2021	60.00
39720	WACVB - 07/01/21-06/30/22 DM P-CARD OTP VENDOR			11/22/2021	11/23/2021	11/30/2021	880.00
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407200	500545	MEMBERSHIP / PUBLICATIONS		N	N	60.00	
7407201	500545	MEMBERSHIP / PUBLICATIONS		N	N	880.00	
5368	*****0059	JAMES SALANOA	7200	122021	Released	2022/05	387.00
GL Effective Date: 11/09/2021		Invoice Date: 11/09/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
39466	COVID CLINIC - CHARGED IN ER P-CARD OTP VENDOR			11/25/2021	11/26/2021	11/30/2021	129.00
39467	COVID CLINIC - CHARGED IN ER P-CARD OTP VENDOR			11/25/2021	11/26/2021	11/30/2021	129.00
39468	COVID CLINIC - CHARGED IN ER P-CARD OTP VENDOR			11/25/2021	11/26/2021	11/30/2021	129.00
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407200	500625	OPERATING SUPPLIES		N	N	387.00	
5407	*****4100	LINDA MACAULEY	7200	012022	New	2022/06	19.97
GL Effective Date: 12/13/2021		Invoice Date: 12/13/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
40035	WAL-MART #3408 - Purchase	P-CARD OTP VENDOR		12/06/2021	12/07/2021	12/13/2021	19.97
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
999	227500	P-CARD CLEARING		N	N	19.97	
5418	*****8237	DEBRA SOULE	7200	012022	New	2022/06	25.00
GL Effective Date: 12/13/2021		Invoice Date: 12/13/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
40075	IN ADAMS HUB - Purchase	P-CARD OTP VENDOR		12/08/2021	12/09/2021	12/13/2021	25.00
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
999	227500	P-CARD CLEARING		N	N	25.00	