

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

Date Submitted: 05/03/22

Agenda Date Requested: 05/09/22

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 March 2022.

Staff Summary: The CTA Board will review the invoice listing for Accounts Payable Checks totaling \$79,004.15 and P-card charges totaling \$15,175.06 in March 2022, 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 March 2022.

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 March 2022.

Prepared By: Chris Kipp, Operations & Finance Manager

04/29/2022 08:57
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City of Carson City
INVOICE LIST BY GL ACCOUNT

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apinvgl

YEAR/PERIOD: 2022/9	TO 2022/9											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION			
7407200									CTA - EXECUTIVE			
7407200 500440									BUILDING RENTAL			
000360 CARSONCITY SQUARELLC	2352	0	2022 9	INV	P	5,381.00	031122MD	903094807	202203 Rent & SWG			
000360 CARSONCITY SQUARELLC	2357	0	2022 9	INV	P	5,381.00	040822AF	903095563	202204 Rent & SWG			
						10,762.00						
						ACCOUNT TOTAL				10,762.00		
7407200 500625									OPERATING SUPPLIES			
000724 FIRSTCHOICESERVICES	605388	0	2022 9	INV	P	50.00	031122MD	903094822	202203 Rental			
000724 FIRSTCHOICESERVICES	607816	0	2022 9	INV	P	68.95	032522MD	903095300	202203 Filter Excha			
						118.95						
002390 CITICARDS	127429124-1	0	2022 9	INV	P	304.96	030422AF	903094704				
						ACCOUNT TOTAL				423.91		
7407200 500710									TELEPHONE			
000071 ALLSTREAM	638-2321	0	2022 9	INV	P	.02	031822MD	903095106				
000071 ALLSTREAM	650	0	2022 9	INV	P	3.98	031822MD	903095106				
000071 ALLSTREAM	7200	0	2022 9	INV	P	19.91	031822MD	903095106				
						23.91						
						ACCOUNT TOTAL				23.91		
7407200 500712									POWER			
001458 NVENERGY	67482002802261-02/22	0	2022 9	INV	P	156.77	031822MD	903095208	01/31/22-03/01/22	1		
001458 NVENERGY	67482002802279-02/22	0	2022 9	INV	P	101.63	031822MD	903095208	01/31/22-03/01/22	1		
						258.40						
						ACCOUNT TOTAL				258.40		
7407200 500713									HEATING			
000360 CARSONCITY SQUARELLC	2352	0	2022 9	INV	P	445.76	031122MD	903094807	202203 Rent & SWG			
000360 CARSONCITY SQUARELLC	2357	0	2022 9	INV	P	412.33	040822AF	903095563	202204 Rent & SWG			
						858.09						
						ACCOUNT TOTAL				858.09		
7407200 502512									3/8% NCOT			
001342 NEVADADEPARTMENTOFTA	202112NVTAX	0	2022 9	INV	P	6,644.41	031122MD	903094879	202112 NCOT 3/8%			
001342 NEVADADEPARTMENTOFTA	202201NVTAX	0	2022 9	INV	P	6,022.75	032522MD	903095340	202201 NCOT 3/8%			
						12,667.16						
						ACCOUNT TOTAL				12,667.16		

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City of Carson City
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/9	TO 2022/9												
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION					
			ORG 7407200	TOTAL					24,993.47				
7407201			CTA - MARKETING										
7407201	500340		CONTRACT EMPLOYEES										
002746	BRIANLONDON	216	0	2022	9	INV	P		12,400.00	031122MD	903094803	201 RT-22-01-009 Qu	
				ACCOUNT TOTAL									12,400.00
7407201	500349		CONTRACTUAL SERVICES										
000417	CERTIFIEDFOLDERDISPL	030922	0	2022	9	INV	P		3,465.36	031822MD	903095138	02/01/22-06/30/22	
001050	KPS3	47245	0	2022	9	INV	P		7,525.00	031822MD	903095174	202202 Creative Con	
001050	KPS3	47247	0	2022	9	INV	P		2,336.25	031822MD	903095174	202202 WEB/CRM	
001050	KPS3	47248	0	2022	9	INV	P		2,000.00	031822MD	903095174	202202 KCT Virtual	
													11,861.25
				ACCOUNT TOTAL									15,326.61
7407201	500444		OFFICE EQUIPMENT RENTAL										
001049	KONICAMINOLTAPREMIER	75773540	0	2022	9	INV	P		690.09	040122MD	903095470	04/01/22-04/30/22 D	
001049	KONICAMINOLTAPREMIER	75773572	0	2022	9	INV	P		2,623.55	040122MD	903095470	04/01/22-04/30/22 P	
													3,313.64
003844	PACIFICOFFICEAUTOMAT	046776	0	2022	9	INV	P		1,137.50	040822AF	903095639	03/26/22-04/26/22 M	
003844	PACIFICOFFICEAUTOMAT	917073	0	2022	9	INV	P		1,137.50	040122MD	903095502	01/26/22-02/26/22 M	
003844	PACIFICOFFICEAUTOMAT	986282	0	2022	9	INV	P		6.44	031122MD	903094888	11/26/21-02/26/22 O	
003844	PACIFICOFFICEAUTOMAT	986283	0	2022	9	INV	P		1,137.50	031122MD	903094888	02/26/22-03/26/22 M	
													3,418.94
				ACCOUNT TOTAL									6,732.58
7407201	500542		PRINTING/ADVERTISING										
000372	CARSONNOWLLC	0006189	0	2022	9	INV	P		400.00	031822MD	903095135	03/05/22-04/04/22	
002757	SHELBYHOLTE	00203001	0	2022	9	INV	P		500.00	031822MD	903095237	3 Blogs Feb, Mar, A	
003081	TRAVELSCAPELLC	4457985	0	2022	9	INV	P		15,000.00	032522MD	903095391	RT-22-02-008 CO-OP	
004029	GRAYMEDIAGROUPINC	2418100-1	0	2022	9	INV	P		389.00	031822MD	903095160	RT 22-01-014 02/22/	
				ACCOUNT TOTAL									16,289.00
7407201	500545		MEMBERSHIP / PUBLICATIONS										
000341	CARSONCITYDOWNTOWNBU	CCDBA2022-DPeterson	0	2022	9	INV	P		75.00	031122MD	903094805	01/01/22-12/31/22 M	
				ACCOUNT TOTAL									75.00
				ORG 7407201 TOTAL									50,823.19

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City of Carson City
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/9 TO 2022/9	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
	7407205			CCTA - EVENTS & SALES		
	7407205 500625			OPERATING SUPPLIES		
	000345 CARSONCITYGHOSTWALK	GhostWalk202202	0	2022 9 INV P	200.00 031122MD 903094806	Go West - Ghost Wal
	002390 CITICARDS	127429124	0	2022 9 INV P	8.49 030422AF 903094704	
				ACCOUNT TOTAL	208.49	
				ORG 7407205 TOTAL	208.49	
	7407211			CTA - VISITORS CENTER		
	7407211 500625			OPERATING SUPPLIES		
	004165 EVELYNCRUMBAKER	Crumbaker20220302	0	2022 9 INV P	500.00 031122MD 903094819	Merchandise Logo Wi
				ACCOUNT TOTAL	500.00	
				ORG 7407211 TOTAL	500.00	
	7407254			CTA - ARTS & CULTURE 1% NEVADA DAY		
	7407254 500544					
	001243 MONARCHDIRECTLLC	21959	0	2022 9 INV P	2,479.00 040122MD 903095488	2022 A&C Event Cale
				ACCOUNT TOTAL	2,479.00	
				ORG 7407254 TOTAL	2,479.00	
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	FUND 740	CARSON CITY TOURISM AUTHORITY		TOTAL:	79,004.15	
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** END OF REPORT - Generated by Chris Kipp **



04/25/2022 11:44
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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
6006	*****8725	CHRISTINE KIPP	7200	042022	Released	2022/09	1,304.17
GL Effective Date: 03/14/2022		Invoice Date: 03/14/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
44136	VERIZON - 02/20/22-03/19/22	P-CARD OTP VENDOR		03/10/2022	03/10/2022	03/14/2022	277.30
44137	KELLY SPICERS - PAPER	P-CARD OTP VENDOR		03/10/2022	03/10/2022	03/14/2022	699.61
44853	ADT SECURITY - 03/18/22-04/1	P-CARD OTP VENDOR		03/18/2022	03/21/2022	03/28/2022	53.31
44854	ADOBE 03/20/22-04/19/22	CREA P-CARD OTP VENDOR		03/21/2022	03/22/2022	03/28/2022	273.95

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	174.90
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	96.98
7407200	500710	TELEPHONE		Y-Apprv	N	153.76
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	159.98
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	524.71
7407211	500625	OPERATING SUPPLIES		Y-Apprv	N	53.31
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	140.53

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
6043	*****5118	David Peterson	7200	042022	Released	2022/09	6,680.08
GL Effective Date: 03/14/2022		Invoice Date: 03/14/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
44233	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		03/04/2022	03/07/2022	03/14/2022	500.00
44234	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		03/07/2022	03/08/2022	03/14/2022	500.00
44235	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		03/09/2022	03/10/2022	03/14/2022	500.00
44236	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		03/09/2022	03/10/2022	03/14/2022	280.08
44603	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		03/12/2022	03/14/2022	03/21/2022	500.00
44604	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		03/13/2022	03/14/2022	03/21/2022	500.00
44605	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		03/16/2022	03/17/2022	03/21/2022	500.00
45003	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		03/21/2022	03/21/2022	03/28/2022	900.00
45004	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		03/18/2022	03/21/2022	03/28/2022	500.00
45005	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		03/20/2022	03/21/2022	03/28/2022	500.00
45006	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		03/22/2022	03/23/2022	03/28/2022	500.00
45391	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		03/27/2022	03/28/2022	04/05/2022	500.00
45392	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		03/25/2022	03/28/2022	04/05/2022	500.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	5959.72
7407201	500542	PRINTING/ADVERTISING		N	N	500.00
7407254	500542	PRINTING/ADVERTISING		Y-Apprv	N	220.36

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
6074	*****7554	David Peterson	7200	042022	New	2022/09	6,132.50

GL Effective Date: 03/14/2022 Invoice Date: 03/14/2022

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
44338	THE UNION - CC PARKS & CTA M	THE UNION - CARSO LLC		03/04/2022	03/07/2022	03/14/2022	77.50
44339	NEVADA DAY, INC. - GOLF TOUR	P-CARD OTP VENDOR		03/04/2022	03/07/2022	03/14/2022	500.00
44340	US TRAVEL ASSOC - IPW 2022 R	P-CARD OTP VENDOR		03/08/2022	03/09/2022	03/14/2022	5305.00
45580	NV STATE MUSEUM STORE - CONT	LAKE'S CROSSING CENTER		03/25/2022	03/28/2022	04/05/2022	250.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500540	PUBLICITY/SPECIAL EVENTS		Y-Apprv	N	500.00
7407205	500543	ADVERTISING/MARKETING		Y-Apprv	N	5305.00
7407254	500540	PUBLICITY/SPECIAL EVENTS		Y-Apprv	N	250.00
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	77.50

6133	*****1023	LYDIA BECK	7200	042022	Released	2022/09	1,058.31
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GL Effective Date: 03/14/2022 Invoice Date: 03/14/2022

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
45060	GSR - GO WEST SUMMIT - LODGI	P-CARD OTP VENDOR		03/21/2022	03/23/2022	03/28/2022	-3.98
45061	MAIL CHIMP - Standard plan 1	P-CARD OTP VENDOR		03/24/2022	03/24/2022	03/28/2022	170.10
45505	GSR - GO WEST SUMMIT - LODGI	P-CARD OTP VENDOR		03/29/2022	03/31/2022	04/05/2022	-31.72
45506	EL CONQUISTADOR - DMA WEST	P-CARD OTP VENDOR		03/30/2022	04/01/2022	04/05/2022	30.06
45507	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		04/04/2022	04/04/2022	04/05/2022	0.52
45508	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		04/01/2022	04/04/2022	04/05/2022	64.95
45509	EL CONQUISTADOR - DMA WEST	P-CARD OTP VENDOR		04/01/2022	04/04/2022	04/05/2022	752.58
45510	CIRCLE K - DMA WEST - Tech S	P-CARD OTP VENDOR		04/01/2022	04/04/2022	04/05/2022	16.34
45511	TUCSON AIRPORT - DMA WEST -	P-CARD OTP VENDOR		04/01/2022	04/04/2022	04/05/2022	22.46
45512	RNO AIRPORT - DMA WEST - Tec	P-CARD OTP VENDOR		04/01/2022	04/04/2022	04/05/2022	37.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500330	TRAINING		Y-Apprv	N	53.34
7407201	500330	TRAINING		N	N	805.10
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	170.10
7407201	500625	OPERATING SUPPLIES		N	N	65.47
7407205	500543	ADVERTISING/MARKETING		N	N	-35.70

6171	*****4100	LINDA MACAULEY	7200	052022	New	2022/10	518.79
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~~GL Effective Date: 04/11/2022 Invoice Date: 04/11/2022~~

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
45618	OFFICE DEPOT 1135 - Purchas	P-CARD OTP VENDOR		04/06/2022	04/07/2022	04/11/2022	518.79

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
999	227500	P-CARD CLEARING		N	N	518.79

CCCTA BOARD MEMBER APPROVAL