

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

**Date Submitted:** 08/08/23

**Agenda Date Requested:** 08/14/23

**Time Requested:** 5 Minutes

**To:** Carson City Culture & Tourism Authority ("CTA") - Board of Directors ("CTA Board")

**From:** Chris Kipp, Operations & Finance Manager ([ckipp@visitcarsoncity.com](mailto:ckipp@visitcarsoncity.com))

**Subject Title:** Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks and p-card charges for June 2023.

**Staff Summary:** The CTA Board will review the invoice listing for accounts payable checks totaling \$157,728.49 and P-card charges totaling \$18,454.90 in June 2023, 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 June 2023.

**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 Charges for June 2023.

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

# City of Carson City

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/13												
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION				
740		CARSON CITY						TOURISM AUTHORITY				
740	143000							PREPAID				
001669	RAYMORGANCOMPANY	4157070	0	2023	12	INV	P	318.79	063023ES	903105584	VARIOUS 7407200-500	
								ACCOUNT TOTAL	318.79			
								ORG 740	TOTAL			318.79
7407200		CTA - EXECUTIVE										
7407200	500440							BUILDING RENTAL				
000360	CARSONCITYSQUARELLC	2454	0	2023	12	INV	P	5,495.00	060923ES	903104996	202306 Rent & SWG	
								ACCOUNT TOTAL	5,495.00			
7407200	500444							OFFICE EQUIPMENT RENTAL				
001669	RAYMORGANCOMPANY	4157070	0	2023	12	INV	P	23.19	063023ES	903105584	VARIOUS 7407200-500	
004698	GREATAMERICAFINANCIA	34118315	0	2023	12	INV	P	291.20	060923ES	903105020	202305 Printer Leas	
004698	GREATAMERICAFINANCIA	34323519	0	2023	12	INV	P	291.20	072823ES	903106166	FY23 202306 Printer	
004698	GREATAMERICAFINANCIA	34496823	0	2023	12	INV	A	44.32			FY23 202306 Print L	
									626.72			
								ACCOUNT TOTAL	649.91			
7407200	500625							OPERATING SUPPLIES				
000724	FIRSTCHOICESERVICES	664778	0	2023	12	INV	P	54.00	061623ES	903105139	202306 Rental	
002940	NEVADANEWSGROUP	32703	0	2023	12	INV	P	77.75	060923ES	903105051	FY24 Budget Heari g	
002940	NEVADANEWSGROUP	33610	0	2023	12	INV	P	150.75	ES071423	903105852	FY23/24 Annual Fisc	
									228.50			
								ACCOUNT TOTAL	282.50			
7407200	500710							TELEPHONE				
000071	ALLSTREAM	7200	0	2023	12	INV	P	25.21	061623ES	903105101		
								ACCOUNT TOTAL	25.21			
7407200	500712							POWER				
001458	NVENERGY	67482002802261-05/23	0	2023	12	INV	P	242.39	061623ES	903105215	04/28/23-05/30/23 1	
001458	NVENERGY	67482002802261-06/23	0	2023	12	INV	P	233.83	072123ES	903106046	FY23 05/30/23-06/29	
001458	NVENERGY	67482002802279-05/23	0	2023	12	INV	P	84.26	061623ES	903105215	04/28/23-05/30/23 1	
001458	NVENERGY	67482002802279-06/23	0	2023	12	INV	P	88.93	072123ES	903106046	FY23 05/30/23-06/29	
									649.41			
								ACCOUNT TOTAL	649.41			
7407200	500713							HEATING				
000360	CARSONCITYSQUARELLC	2454	0	2023	12	INV	P	243.95	060923ES	903104996	202306 Rent & SWG	

# City of Carson City

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/12 TO 2023/13										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
000360	CARSONCITYSQUARELLC	2461-FY23	0	2023 12	INV P				136.73	ES071423 903105795 FY23 SWG 05/05/23-0
									380.68	
								ACCOUNT TOTAL	380.68	
7407200	502512			3/8% NCOT						
001342	NEVADADEPARTMENTOFTA	202304NVTAX	0	2023 12	INV P				9,263.00	063023ES 903105564 202304 NCOT 3/8%
								ACCOUNT TOTAL	9,263.00	
								ORG 7407200 TOTAL	16,745.71	
7407201								CTA - MARKETING		
7407201	500340							CONTRACT EMPLOYEES		
005182	MODERNLUXURYGLOCALLY	3056	0	2023 12	INV P				5,000.00	060923ES 903105045 Influences May/June
005366	RIPEINC	1659	0	2023 12	INV P				6,500.00	063023ES 903105604 Booking Engine Set
								ACCOUNT TOTAL	11,500.00	
7407201	500349							CONTRACTUAL SERVICES		
001050	KPS3	INV60892	0	2023 12	INV P				17,500.00	060923ES 903105026 RT-23-EDA-006 FALL-
001050	KPS3	INV61051	0	2023 12	INV P				17,257.25	063023ES 903105537 202305 Creative Con
001050	KPS3	INV61053	0	2023 12	INV P				3,462.50	063023ES 903105537 202305 WEB/CRM
001050	KPS3	INV61279	0	2023 12	INV P				16,111.12	072823ES 903106177 FY23 202306 Creativ
001050	KPS3	INV61281	0	2023 12	INV P				2,812.50	072823ES 903106177 FY23 202306 WEB-CRM
									57,143.37	
								ACCOUNT TOTAL	57,143.37	
7407201	500444							OFFICE EQUIPMENT RENTAL		
001669	RAYMORGANCOMPANY	4157070	0	2023 12	INV P				31.30	063023ES 903105584 VARIOUS 7407200-500
004698	GREATAMERICAFINANCIA	34118315	0	2023 12	INV P				224.37	060923ES 903105020 202305 Printer Leas
004698	GREATAMERICAFINANCIA	34323519	0	2023 12	INV P				224.37	072823ES 903106166 FY23 202306 Printer
004698	GREATAMERICAFINANCIA	34496823	0	2023 12	INV A				59.83	FY23 202306 Print L
									508.57	
								ACCOUNT TOTAL	539.87	
								ORG 7407201 TOTAL	69,183.24	
7407205								CCTA - EVENTS & SALES		
7407205	500340							CONTRACT EMPLOYEES		
002746	BRIANLONDON	293	0	2023 12	INV P				2,475.00	062323ES 903105325 Events & Tourism St
								ACCOUNT TOTAL	2,475.00	
7407205	500444							OFFICE EQUIPMENT RENTAL		

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YEAR/PERIOD: 2023/12 TO 2023/13										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
001669 RAYMORGANCOMPANY	4157070	0	2023 12	INV	P	61.44	063023ES	903105584	VARIOUS 7407200-500	
003807 MINUTEMANPRESS	1397	0	2023 12	INV	P	1,001.00	062323ES	903105377	100 Dry Bags with L	
004698 GREATAMERICAFINANCIA	34118315	0	2023 12	INV	P	315.43	060923ES	903105020	202305 Printer Leas	
004698 GREATAMERICAFINANCIA	34323519	0	2023 12	INV	P	315.43	072823ES	903106166	FY23 202306 Printer	
004698 GREATAMERICAFINANCIA	34496823	0	2023 12	INV	A	117.45			FY23 202306 Print L	
						<b>748.31</b>				
						ACCOUNT TOTAL			1,810.75	
						ORG 7407205 TOTAL			4,285.75	
7407252						CTA - V&T CAPITAL PROJECTS				
7407252	502503					NV COMM V&T RAILWAY				
001336	NEVADACOMMRECONSTRUC	VT2023	0	2023 12	INV	P	65,000.00	063023ES	903105563	FY23 Annual Disburs
						ACCOUNT TOTAL			65,000.00	
						ORG 7407252 TOTAL			65,000.00	
7407254						CTA - ARTS & CULTURE 1%				
7407254	500340					CONTRACT EMPLOYEES				
002487	KATHARINEJCOX	519W	0	2023 12	INV	P	200.00	061623ES	903105153	RR Museum Motorcar
						ACCOUNT TOTAL			200.00	
7407254	500349					CONTRACTUAL SERVICES				
001857	SIGNPRO	24453	0	2023 12	INV	P	950.00	060923ES	903105079	Mark Twain Day's Ca
						ACCOUNT TOTAL			950.00	
7407254	500540					PUBLICITY/SPECIAL EVENTS				
001388	NEVADASTATEMUSEUM	5036-06122023	0	2023 12	INV	P	1,000.00	062323ES	903105403	2023 Lei Day Sponso
						ACCOUNT TOTAL			1,000.00	
7407254	500544					NEVADA DAY				
001243	MONARCHDIRECTLLC	23186	0	2023 12	INV	P	45.00	ES071423	903105844	FY23 Motor Car Camp
						ACCOUNT TOTAL			45.00	
						ORG 7407254 TOTAL			2,195.00	
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:									157,728.49	

\*\* END OF REPORT - Generated by Chris Kipp \*\*

**City of Carson City  
PURCHASE CARD STATEMENTS**

Statement Card Number Name On Card Dept Code Status Year/Pr Total  
 8792 \*\*\*\*\*3550 ZACHARY BRAGDON 7200 062023 Approved 2023/11 321.92  
 GL Effective Date: 05/15/2023 Invoice Date: 05/15/2023

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
64527	BEST BUY - EXTERNAL HARD DRI	BEST BUY STORES, L.P.		05/16/2023	05/17/2023	05/22/2023	219.99
64528	ACTION CAMERA - CAMERA CLEAN	P-CARD OTP VENDOR		05/18/2023	05/19/2023	05/22/2023	101.93

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500625	OPERATING SUPPLIES		Y	Apprv N	321.92

8813 \*\*\*\*\*7554 David Peterson 7200 062023 Approved 2023/11 858.19  
 GL Effective Date: 05/15/2023 Invoice Date: 05/15/2023

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
64910	WALMART - SPECIAL EVENT TENT	WALMART		05/19/2023	05/22/2023	05/30/2023	90.44
64911	MINUTEMAN PRESS - CAP TO TAH	GREATER WORKS PRINTING		05/23/2023	05/25/2023	05/30/2023	389.00
65288	FROM YOU FLOWERS - NSM DIREC	P-CARD OTP VENDOR		05/30/2023	05/31/2023	06/06/2023	87.75
65289	FREEMAN - INTERNATIONAL TRAI	P-CARD OTP VENDOR		06/02/2023	06/02/2023	06/06/2023	291.00


Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y	Apprv N	87.75
7407201	500544	NEVADA DAY		Y	Apprv N	389.00
7407205	500540	PUBLICITY/SPECIAL EVENTS		Y	Apprv N	291.00
7407205	500625	OPERATING SUPPLIES		Y	Apprv N	90.44

8833 \*\*\*\*\*4100 LINDA MACAULEY 7200 072023 New 2023/12 549.61  
 GL Effective Date: 06/12/2023 Invoice Date: 06/12/2023

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
65343	DISPLAYS2GO - OUTDOOR BROCH	P-CARD OTP VENDOR		06/07/2023	06/07/2023	06/12/2023	149.99
65639	SMITHS - GIFT CARDS FOR JOUR	P-CARD OTP VENDOR		06/13/2023	06/14/2023	06/20/2023	156.95
65927	DISPLAYS2GO - OUTDOOR BROCH	P-CARD OTP VENDOR		06/17/2023	06/19/2023	06/26/2023	173.31
66560	FY24 7407200-500625 USPS -	P-CARD OTP VENDOR		07/01/2023	07/03/2023	07/06/2023	69.36

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
740	143000	PREPAID		N	N	69.36
7407200	500625	OPERATING SUPPLIES		Y	Apprv N	323.30
7407201	500542	PRINTING/ADVERTISING		Y	Apprv N	156.95

CCCTA BOARD MEMBER APPROVAL

  
 Mike Jones, CCCTA Chairman

**City of Carson City  
PURCHASE CARD STATEMENTS**

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
8879	*****5118	David Peterson	7200	072023	New	2023/12	9,754.12
GL Effective Date: 06/12/2023		Invoice Date: 06/12/2023					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
65465	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		06/06/2023	06/07/2023	06/12/2023	900.00
65751	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		06/09/2023	06/12/2023	06/20/2023	127.27
66162	TIKTOK - AD CAMPAIGNS	P-CARD OTP VENDOR		06/20/2023	06/21/2023	06/26/2023	200.00
66163	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		06/21/2023	06/21/2023	06/26/2023	5000.00
66164	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		06/21/2023	06/22/2023	06/26/2023	900.00
66618	FY24 7407201-500542 GOOGLE -	XXVI HOLDINGS INC.		07/01/2023	07/03/2023	07/06/2023	2626.85

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
740	143000	PREPAID		N	N	2626.85
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	7127.27

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
8903	*****1023	LYDIA BECK	7200	072023	New	2023/12	2,224.96
GL Effective Date: 06/12/2023		Invoice Date: 06/12/2023					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
65547	HP INSTANT INK - SALES TAX C	P-CARD OTP VENDOR		06/02/2023	06/05/2023	06/12/2023	-0.30
65548	HP INSTANT INK - SALES TAX C	P-CARD OTP VENDOR		06/02/2023	06/05/2023	06/12/2023	-0.29
65549	HP INSTANT INK - SALES TAX C	P-CARD OTP VENDOR		06/02/2023	06/05/2023	06/12/2023	-0.30
65825	MINUTEMAN PRESS - MRKTING DE	GREATER WORKS PRINTING		06/12/2023	06/14/2023	06/20/2023	74.00
66216	CAPITAL CITY BREWFEST - EVEN	P-CARD OTP VENDOR		06/22/2023	06/23/2023	06/26/2023	78.38
66463	MAIL CHIMP - Standard plan 1	P-CARD OTP VENDOR		06/24/2023	06/26/2023	07/03/2023	220.00
66656	FY24 7407201-500625 INTERNAT	P-CARD OTP VENDOR		07/03/2023	07/03/2023	07/06/2023	0.52
66657	FY24 7407201-500625 SPROUT S	P-CARD OTP VENDOR		07/01/2023	07/03/2023	07/06/2023	1788.00
66658	FY24 7407201-500625 PREMIUM	P-CARD OTP VENDOR		07/01/2023	07/03/2023	07/06/2023	64.95

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	78.38
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	2147.47
7407201	500625	OPERATING SUPPLIES		N	N	-0.89

**City of Carson City  
PURCHASE CARD STATEMENTS**

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
8934	*****8725	CHRISTINE KIPP	7200	072023	New	2023/12	1,232.96
GL Effective Date: 06/12/2023		Invoice Date: 06/12/2023					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
65692	VERIZON - 05/20/23-06/19/23	P-CARD OTP VENDOR		06/10/2023	06/12/2023	06/20/2023	348.82
65976	FY24 SPLIT 7407211-500625 \$3	P-CARD OTP VENDOR		06/18/2023	06/19/2023	06/26/2023	56.24
65977	FY24 SPLIT- MULTI - ADOBE 06	P-CARD OTP VENDOR		06/20/2023	06/21/2023	06/26/2023	305.94
65978	RTT 20230614 - MEETING LUNCH	P-CARD OTP VENDOR		06/20/2023	06/21/2023	06/26/2023	78.00
65979	KELLY PAPER - POSTER & FLYER	P-CARD OTP VENDOR		06/22/2023	06/22/2023	06/26/2023	443.96

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
740	143000	PREPAID		N	N	225.63
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	176.98
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	89.39
7407200	500710	TELEPHONE		Y-Apprv	N	235.70
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	88.33
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	140.86
7407211	500625	OPERATING SUPPLIES		Y-Apprv	N	24.37
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	251.70

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
8946	*****6540	STUART WEXLER	7200	072023	New	2023/12	3,538.25
GL Effective Date: 06/12/2023		Invoice Date: 06/12/2023					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
65762	FOX BREWPUB - BRAND USA MEGA	P-CARD OTP VENDOR		06/11/2023	06/12/2023	06/20/2023	732.93
65763	BANK SALOON - BRAND USA MEGA	P-CARD OTP VENDOR		06/10/2023	06/12/2023	06/20/2023	152.32
65764	HIGH SIERRA PACK GOATS -INTE	P-CARD OTP VENDOR		06/13/2023	06/16/2023	06/20/2023	900.00
66173	FEDERAL HOTEL - BIKETHEBEST	P-CARD OTP VENDOR		06/16/2023	06/19/2023	06/26/2023	129.00
66174	FEDERAL HOTEL - BIKETHEBEST	P-CARD OTP VENDOR		06/16/2023	06/19/2023	06/26/2023	129.00
66632	FY24 7407205-500543 NTA - TR	P-CARD OTP VENDOR		07/03/2023	07/04/2023	07/06/2023	1495.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
740	143000	PREPAID		N	N	1495.00
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	2043.25

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
8961	*****7554	David Peterson	7200	072023	New	2023/12	1,125.00
GL Effective Date: 06/12/2023		Invoice Date: 06/12/2023					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
65877	HIGH SIERRA PACK GOATS - BRA	P-CARD OTP VENDOR		06/13/2023	06/16/2023	06/20/2023	1125.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	1125.00

**City of Carson City  
PURCHASE CARD STATEMENTS**

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
9013	*****3550	ZACHARY BRAGDON	7200	072023	New	2023/12	30.00
GL Effective Date: 06/12/2023		Invoice Date: 06/12/2023					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
66670	NAYAX PARKING - PARKING FEE	P-CARD OTP VENDOR		07/01/2023	07/03/2023	07/06/2023	30.00
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	30.00	
9019	*****4100	LINDA MACAULEY	7200	082023	New	2024/01	277.61
GL Effective Date: 07/10/2023		Invoice Date: 07/10/2023					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
66701	OFFICE DEPOT #2605 - Purchas	OFFICE DEPOT INC		07/05/2023	07/07/2023	07/10/2023	71.97
66702	OFFICE DEPOT #1078 - Purchas	OFFICE DEPOT INC		07/05/2023	07/07/2023	07/10/2023	37.09
66703	OFFICE DEPOT 1135 - Purchas	OFFICE DEPOT INC		07/05/2023	07/07/2023	07/10/2023	168.55
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
999	227500	P-CARD CLEARING		N	N	277.61	

\*\* END OF REPORT - Generated by Chris Kipp \*\*