

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

Date Submitted: 05/14/24

Agenda Date Requested: 05/20/24

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)

Subject Title: Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks and p-card charges for March 2024.

Staff Summary: *The CTA Board will review the invoice listing for accounts payable checks totaling \$36,242.50 and P-card charges totaling \$20,694.51 for March 2024, for possible approval.*

Background:

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 2024.**

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 March 2024.

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9												
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION				
7407200								CTA - EXECUTIVE				
7407200	500444							OFFICE EQUIPMENT RENTAL				
001589	PITNEYBOWESINC	3318843220	0	2024	9	INV	P	195.66	032924KH	903112277	01/29/24-04/28/24	L
001669	UBEOWESTLLC	4448245	0	2024	9	INV	P	108.68	032924KH	903112321	03/23/24-04/22/24	M
004698	GREATAMERICAFINANCIA	36212375	0	2024	9	INV	P	166.20	040524KH	903112397	03/23/24-04/22/24	P
								ACCOUNT TOTAL				
								470.54				
7407200	500625							OPERATING SUPPLIES				
000724	FIRSTCHOICESERVICES	698132	0	2024	9	INV	P	54.00	031524KH	903111869	202403	Rental
000724	FIRSTCHOICESERVICES	700032	0	2024	9	INV	P	69.95	032224KH	903112058	Filter	Exchange
								123.95				
002390	CITICARDS	127143345	0	2024	9	INV	P	65.97	030824KH	903111713		
								ACCOUNT TOTAL				
								189.92				
7407200	500712							POWER				
001458	NVENERGY	67482002802261-02/24	0	2024	9	INV	P	177.40	031524KH	903111936	01/31/24-02/29/24	1
001458	NVENERGY	67482002802279-02/24	0	2024	9	INV	P	72.22	031524KH	903111936	01/31/24-02/29/24	1
								249.62				
								ACCOUNT TOTAL				
								249.62				
7407200	502512							3/8% NCOT				
001342	NEVADADEPARTMENTOFTA	202401NVTAX	0	2024	9	INV	P	5,851.73	031524KH	903111927	202401	NCOT 3/8%
								ACCOUNT TOTAL				
								5,851.73				
								ORG 7407200 TOTAL				
								6,761.81				
7407201								CTA - MARKETING				
7407201	500340							CONTRACT EMPLOYEES				
002487	KATHARINEJCOX	207C	0	2024	9	INV	P	40.00	031524KH	903111885	One Sheet	Revisions
005182	MODERNLUXURYGLOCALLY	3225	0	2024	9	INV	P	3,250.00	031524KH	903111920	Influencer	@Bukeii
								ACCOUNT TOTAL				
								3,290.00				
7407201	500349							CONTRACTUAL SERVICES				
001050	KPS3	INV63267	0	2024	9	INV	P	18,818.14	032924KH	903112244	202402	Creative Con
								ACCOUNT TOTAL				
								18,818.14				
7407201	500444							OFFICE EQUIPMENT RENTAL				
001669	UBEOWESTLLC	4448245	0	2024	9	INV	P	108.68	032924KH	903112321	03/23/24-04/22/24	M
001848	SIERRAOFFICESOLUTION	IN3992436	0	2024	9	INV	P	6.19	031524KH	903111981	11/20/23-02/19/24	O

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION			
004698 GREATAMERICAFINANCIA	36212375	0	2024 9	INV	P	224.37	040524KH 903112397	03/23/24-04/22/24 P			
ACCOUNT TOTAL						339.24					
7407201 500625				OPERATING SUPPLIES							
002390 CITICARDS	127143345-2	0	2024 9	INV	P	199.99	030824KH 903111713				
ACCOUNT TOTAL						199.99					
ORG 7407201 TOTAL						22,647.37					
7407205				CCTA - EVENTS & SALES							
7407205 500340				CONTRACT EMPLOYEES							
002487 KATHARINEJCOX	207C	0	2024 9	INV	P	80.00	031524KH 903111885	One Sheet Revisions			
002746 BRIANLONDON	342	0	2024 9	INV	P	2,475.00	032924KH 903112210	Events & Tourism St			
ACCOUNT TOTAL						2,555.00					
7407205 500444				OFFICE EQUIPMENT RENTAL							
001669 UBEOWESTLLC	4448245	0	2024 9	INV	P	217.36	032924KH 903112321	03/23/24-04/22/24 M			
004698 GREATAMERICAFINANCIA	36212375	0	2024 9	INV	P	440.43	040524KH 903112397	03/23/24-04/22/24 P			
ACCOUNT TOTAL						657.79					
ORG 7407205 TOTAL						3,212.79					
7407254				CTA - ARTS & CULTURE 1%							
7407254 500340				CONTRACT EMPLOYEES							
002487 KATHARINEJCOX	207C	0	2024 9	INV	P	320.00	031524KH 903111885	One Sheet Revisions			
ACCOUNT TOTAL						320.00					
7407254 500540				PUBLICITY/SPECIAL EVENTS							
005106 AMERICANINDIANALASKA	1157	0	2024 9	INV	P	1,000.00	040524KH 903112340	Project Sponsor BLM			
ACCOUNT TOTAL						1,000.00					
7407254 500625				OPERATING SUPPLIES							
005999 ETIXINC	CCCTA102623	0	2024 9	INV	P	275.53	032224KH 903112054	MTD 2023 Bow Tie Re			
005999 ETIXINC	CCCTA122823	0	2024 9	INV	P	2,025.00	032224KH 903112054	MTD 2023 Bow Tie Re			
						2,300.53					
ACCOUNT TOTAL						2,300.53					
ORG 7407254 TOTAL						3,620.53					

City of Carson City INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/9 TO 2024/9	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
FUND 740	CARSON CITY TOURISM AUTHORITY	TOTAL:				36,242.50

** 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
10509	*****7554	David Peterson	7200	032024	Converted	2024/08	2,714.00
GL Effective Date: 02/12/2024		Invoice Date: 02/12/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
76721	RECPRO.ORG - Sponsor 2024 Na	P-CARD OTP VENDOR	1940198787	02/13/2024	02/14/2024	02/20/2024	2500.00
76722	HAMPTON INN - HOSTED INFLUEN	P-CARD OTP VENDOR	1940198788	02/12/2024	02/14/2024	02/20/2024	214.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	214.00
7407205	500540	PUBLICITY/SPECIAL EVENTS		Y-Apprv	N	2500.00

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10570	*****4100	LINDA MACAULEY	7200	042024	Approved	2024/09	313.46
GL Effective Date: 03/11/2024		Invoice Date: 03/11/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
77431	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		03/05/2024	03/07/2024	03/11/2024	135.56
77675	SMITHS - GIFT CARDS FOR JOUR	P-CARD OTP VENDOR		03/14/2024	03/15/2024	03/18/2024	85.90
78389	USPS - POSTAGE	P-CARD OTP VENDOR		03/26/2024	03/27/2024	04/01/2024	92.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	135.56
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	92.00
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	85.90

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10646	*****7554	David Peterson	7200	042024	Approved	2024/09	1,047.45
GL Effective Date: 03/11/2024		Invoice Date: 03/11/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
77621	GREAT BASIN - ROOM TAX DATA	THE UNION - CARSO LLC		03/05/2024	03/07/2024	03/11/2024	80.00
77960	RED'S - 3D CULTURAL CORRIDOR	P-CARD OTP VENDOR		03/11/2024	03/13/2024	03/18/2024	81.45
78860	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		04/01/2024	04/02/2024	04/08/2024	886.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	161.45
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	886.00

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
10670	*****8725	CHRISTINE KIPP	7200	042024	Approved	2024/09	1,996.71

GL Effective Date: 03/11/2024 Invoice Date: 03/11/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
77724	VERIZON - 02/20/24-03/19/24	VERIZON WIRELESS		03/10/2024	03/11/2024	03/18/2024	484.23
77725	CLOUDWAYS - WEBSITE HOSTING	P-CARD OTP VENDOR		03/10/2024	03/11/2024	03/18/2024	68.26
78085	ADT SECURITY - 03/18/24-04/1	P-CARD OTP VENDOR		03/18/2024	03/19/2024	03/25/2024	61.86
78086	ADOBE 03/20/24-04/19/24	P-CARD OTP VENDOR		03/20/2024	03/21/2024	03/25/2024	326.94
78711	KELLY PAPER - POSTER & FLYER	P-CARD OTP VENDOR		03/29/2024	04/01/2024	04/08/2024	824.19
78712	RTT MEETING LUNCHES 01/10/2	P-CARD OTP VENDOR		04/03/2024	04/04/2024	04/08/2024	208.00
78713	USPS - POSTAGE STAMPS	P-CARD OTP VENDOR		04/02/2024	04/04/2024	04/08/2024	23.23

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	359.00
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	236.21
7407200	500710	TELEPHONE		Y-Apprv	N	395.42
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	264.24
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	282.58
7407211	500625	OPERATING SUPPLIES		Y-Apprv	N	61.86
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	308.59
7407254	500710	TELEPHONE		Y-Apprv	N	88.81

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10685	*****5118	David Peterson	7200	042024	Approved	2024/09	15,813.13

GL Effective Date: 03/11/2024 Invoice Date: 03/11/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
77824	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		03/09/2024	03/11/2024	03/18/2024	141.06
77825	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		03/09/2024	03/11/2024	03/18/2024	564.09
77826	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		03/14/2024	03/14/2024	03/18/2024	900.00
78226	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		03/18/2024	03/18/2024	03/25/2024	900.00
78227	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		03/18/2024	03/18/2024	03/25/2024	5000.00
78503	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		03/23/2024	03/25/2024	04/01/2024	900.00
78504	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		03/28/2024	03/29/2024	04/01/2024	900.00
78786	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		04/01/2024	04/01/2024	04/08/2024	5000.00
78787	TIKTOK - AD CAMPAIGNS	P-CARD OTP VENDOR		04/02/2024	04/02/2024	04/08/2024	602.12
78788	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		04/03/2024	04/04/2024	04/08/2024	905.86

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	15813.13

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10688	*****6540	STUART WEXLER	7200	042024	Approved	2024/09	1,188.50
GL Effective Date: 03/11/2024		Invoice Date: 03/11/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
77836	ALLIANZ - 2024 IPW - TRIP IN	P-CARD OTP VENDOR		03/13/2024	03/14/2024	03/18/2024	24.50
78233	FEDERAL HOTEL - HOST ARENA W	P-CARD OTP VENDOR		03/15/2024	03/18/2024	03/25/2024	79.00
78515	MINUTEMAN PRESS - CROSSBODY	GREATER WORKS PRINTING		03/26/2024	03/27/2024	04/01/2024	1085.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500330	TRAINING		Y-Apprv	N	24.50
7407205	500544	NEVADA DAY		Y-Apprv	N	1085.00
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	79.00

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10706	*****1760	ERIC BROOKS	7200	042024	Approved	2024/09	39.04
GL Effective Date: 03/11/2024		Invoice Date: 03/11/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
78000	HACIENDA - JOURNALIST GILLIA	P-CARD OTP VENDOR		03/18/2024	03/19/2024	03/25/2024	39.04

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	39.04

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10741	*****1023	LYDIA BECK	7200	042024	Approved	2024/09	296.22
GL Effective Date: 03/11/2024		Invoice Date: 03/11/2024					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
78577	MAILCHIMP - 02/25/23-03/24/2	P-CARD OTP VENDOR		03/24/2024	03/25/2024	04/01/2024	230.00
78824	GOOGLE STORAGE - 200 GB (Goo	P-CARD OTP VENDOR		03/29/2024	04/01/2024	04/08/2024	0.75
78825	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		04/02/2024	04/02/2024	04/08/2024	0.52
78826	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		04/01/2024	04/02/2024	04/08/2024	64.95

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	296.22