Carson City Culture & Tourism Authority
Agenda Report

Date Submitted: 09/03/25

Agenda Date Requested: 09/08/25

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, totaling $96,686.30, and p-card charges, totaling $14,725.06, for July 2025.

Background:

Type of Action Requested:

(_____) Resolution	(_____) Ordinance
(_xx_) 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 July 2025.**

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 July 2025 (2026/01).

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/1 TO 2026/1

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP S		CHECK RUN	CHECK	DESCRIPTION
7407200				CTA - EXECUTIVE					
7407200	500440			BUILDING RENTAL					
000360	CARSONCITYSQUARELLC	2636-FY26	0	2026 1	INV P	4,112.10	071125KH	903123605	202507 RENT
000360	CARSONCITYSQUARELLC	2643	0	2026 1	INV P	4,416.70	080825AF	903124383	202507 Rent & SW Ga
						8,528.80			
				ACCOUNT TOTAL		8,528.80			
7407200	500444			OFFICE EQUIPMENT RENTAL					
001589	PITNEYBOWESINC	3320968868-FY26	0	2026 1	INV P	61.68	071125KH	903123697	FY26 07/01/25 - 07/
004698	GREATAMERICAFINANCIA	39515239-FY26	0	2026 1	INV P	121.88	071825KH	903123832	FY26 07/01/2025 - 0
004698	GREATAMERICAFINANCIA	39744058	0	2026 1	INV P	166.20	080825AF	903124404	07/23/25-08/22/25 P
						288.08			
				ACCOUNT TOTAL		349.76			
7407200	500512			INSURANCE PREMIUMS					
002034	TRAVELERS	1062KA213-FY26	0	2026 1	INV P	14,613.00	072525AF	903124090	FY26 Insurance Cove
				ACCOUNT TOTAL		14,613.00			
7407200	500545			MEMBERSHIP / PUBLICATIONS					
001695	RENOTAHOETERRITORY	808	0	2026 1	INV P	1,000.00	071125KH	903123707	07/01/25-06/30/26 M
				ACCOUNT TOTAL		1,000.00			
7407200	500625			OPERATING SUPPLIES					
000425	CHARTERCOMMUNICATION	230475701070125	0	2026 1	INV P	110.00	072525AF	903123986	INTERNET 07/01/2025
000724	FIRSTCHOICESERVICES	RE-528652	0	2026 1	INV P	54.00	071125KH	903123630	202507 Rental
006635	THEPITNEYBOWESBANKIN	PITNEYBOWES071625	0	2026 1	INV P	42.92	080125AF	903124350	Purchase Power 0720
				ACCOUNT TOTAL		206.92			
7407200	500713			HEATING					
000360	CARSONCITYSQUARELLC	2643	0	2026 1	INV P	.67	080825AF	903124383	202507 Rent & SW Ga
				ACCOUNT TOTAL		.67			
				ORG 7407200 TOTAL		24,699.15			
7407201				CTA - MARKETING					
7407201	500340			CONTRACT EMPLOYEES					
002757	SHELBYHOLTE	00702093	0	2026 1	INV P	4,600.00	080125AF	903124331	FY26 Content Creati
005646	TAHOEBLUEEVENTCENTER	INV-TAHOE-00110	0	2026 1	INV P	10,000.00	080825AF	903124482	07/01/25-06/30/26 D
007270	JULIANNENORAMAHONEY	20250715	0	2026 1	INV P	2,500.00	080825AF	903124413	CAP to Canada Halfw

City of Carson City
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/1 TO 2026/1

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR		TYP	S		CHECK RUN	CHECK	DESCRIPTION
				ACCOUNT TOTAL				17,100.00			
7407201	500349			CONTRACTUAL SERVICES							
007192	FUTUREPARTNERS	4102	0	2026	1	INV	P	16,000.00	071125KH	903123636	FY26 Website User &
				ACCOUNT TOTAL				16,000.00			
7407201	500444			OFFICE EQUIPMENT RENTAL							
004698	GREATAMERICAFINANCIA	39515239-FY26	0	2026	1	INV	P	164.54	071825KH	903123832	FY26 07/01/2025 - 0
004698	GREATAMERICAFINANCIA	39744058	0	2026	1	INV	P	224.37	080825AF	903124404	07/23/25-08/22/25 P
								388.91			
				ACCOUNT TOTAL				388.91			
				ORG 7407201 TOTAL				33,488.91			
7407205			CCTA - EVENTS & SALES								
7407205	500349			CONTRACTUAL SERVICES							
004928	DATAFYLLC	7546	0	2026	1	INV	P	12,250.00	071825KH	903123810	Datafy Advanced Ana
				ACCOUNT TOTAL				12,250.00			
7407205	500444			OFFICE EQUIPMENT RENTAL							
004698	GREATAMERICAFINANCIA	39515239-FY26	0	2026	1	INV	P	322.98	071825KH	903123832	FY26 07/01/2025 - 0
004698	GREATAMERICAFINANCIA	39744058	0	2026	1	INV	P	440.43	080825AF	903124404	07/23/25-08/22/25 P
								763.41			
				ACCOUNT TOTAL				763.41			
				ORG 7407205 TOTAL				13,013.41			
7407254			CTA - ARTS & CULTURE 1%								
7407254	500349			CONTRACTUAL SERVICES							
004928	DATAFYLLC	7546	0	2026	1	INV	P	12,250.00	071825KH	903123810	Datafy Advanced Ana
				ACCOUNT TOTAL				12,250.00			
7407254	500542			PRINTING/ADVERTISING							
000644	EDIBLERENOTAHOE	11886	0	2026	1	INV	P	3,000.00	080825AF	903124394	Sept/Oct Edition Ar
				ACCOUNT TOTAL				3,000.00			
7407254	500545			MEMBERSHIP / PUBLICATIONS							
001388	NEVADASTATEMUSEUM	2026-MBR-001	0	2026	1	INV	P	1,000.00	072525AF	903124035	Benefactor Membersh
				ACCOUNT TOTAL				1,000.00			
7407254	500625			OPERATING SUPPLIES							
005902	ERICBROOKS	BROOKS250703	0	2026	1	INV	P	109.83	072525AF	903123995	Dust & Wonder Meeti

City of Carson City
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/1 TO 2026/1

ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP S		CHECK RUN	CHECK	DESCRIPTION
			ACCOUNT TOTAL		109.83			
7407254 501225			GRANT - OPERATING SUPPLIES					
007191 KRISTADENIO	12	0	2026 1	INV P	7,500.00	080825AF	903124429	DD-25-001 2025 JUL
007259 STATEAGENTANDTRANSFE	47251	0	2026 1	INV P	1,625.00	080125AF	903124340	DD-25-001 Dust & Wo
			ACCOUNT TOTAL		9,125.00			
			ORG 7407254 TOTAL		25,484.83			
FUND 740 CARSON CITY TOURISM AUTHORITY			TOTAL:		96,686.30			

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

Report generated: 09/02/2025 20:00
User: CKipp
Program ID: apinvgla

City of Carson City
PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
~~13663~~	~~************7554~~	~~David Peterson~~	~~7200~~	~~072025~~	~~Approved~~	~~2025/12~~	~~7,256.52~~

~~GL Effective Date: 06/09/2025 Invoice Date: 06/09/2025~~

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
~~99660~~	~~PENNY MACHINES USA - PENNY M~~	~~P-CARD OTP VENDOR~~		~~06/16/2025~~	~~06/17/2025~~	~~06/24/2025~~	~~5607.54~~
~~99661~~	~~BEST BUY - DD-25-01-001 3D C~~	~~BEST BUY STORES, L.P.~~		~~06/20/2025~~	~~06/23/2025~~	~~06/24/2025~~	~~1648.98~~

Org	Object	Proj	Account Description	PA Account		GL OVR?	PA OVR?	Amount
~~7407254~~	~~500625~~		~~OPERATING SUPPLIES~~			~~Y-Apprv~~	~~N~~	~~5607.54~~
~~7407254~~	~~501225~~		~~GRANT - OPERATING SUPPLIES~~	~~G725425001|G-CONT SVC|~~	~~|~~	~~Y-Apprv~~	~~Y-Apprv~~	~~1648.98~~

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
13728	************8725	CHRISTINE KIPP	7200	082025	New	2026/01	892.89

GL Effective Date: 07/14/2025 Invoice Date: 07/14/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
100351	VERIZON - 05/20/25-06/19/25	VERIZON WIRELESS		07/10/2025	07/10/2025	07/14/2025	472.37
100667	CLOUDWAYS - 2025 JUN WEBSITE	CLOUDWAYS LTD		07/13/2025	07/14/2025	07/21/2025	78.58
100989	ADOBE 07/20/25-08/19/25 CREA	P-CARD OTP VENDOR		07/20/2025	07/21/2025	07/28/2025	341.94

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625		OPERATING SUPPLIES		Y-Apprv	N	113.98
7407200	500710		TELEPHONE		Y-Apprv	N	403.34
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	179.98
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	78.58
7407205	500625		OPERATING SUPPLIES		Y-Apprv	N	23.99
7407254	500625		OPERATING SUPPLIES		Y-Apprv	N	23.99
7407254	500710		TELEPHONE		Y-Apprv	N	69.03

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
13756	************5118	David Peterson	7200	082025	New	2026/01	9,084.73

GL Effective Date: 07/14/2025 Invoice Date: 07/14/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
100430	FACEBOOK - AD CAMPAIGNS 06/2	META PLATFORMS, INC.		07/05/2025	07/07/2025	07/14/2025	2000.00
100431	FACEBOOK - AD CAMPAIGNS 07/0	META PLATFORMS, INC.		07/09/2025	07/10/2025	07/14/2025	477.27
100432	FACEBOOK - AD CAMPAIGNS 07/0	META PLATFORMS, INC.		07/09/2025	07/10/2025	07/14/2025	134.24
100758	GOOGLE - MEDIA BUYS 07/01/25	XXVI HOLDINGS INC.		07/11/2025	07/14/2025	07/21/2025	1500.00
101082	GOOGLE - MEDIA BUYS 07/01/25	XXVI HOLDINGS INC.		07/21/2025	07/22/2025	07/28/2025	1500.00
101083	FACEBOOK - AD CAMPAIGNS 07/0	META PLATFORMS, INC.		07/24/2025	07/25/2025	07/28/2025	2000.00
101597	GOOGLE - MEDIA BUYS 07/01/25	XXVI HOLDINGS INC.		08/01/2025	08/04/2025	08/05/2025	1473.22

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542		PRINTING/ADVERTISING		Y-Apprv	N	6707.76
7407201	500542		PRINTING/ADVERTISING		Y-Apprv	N	1694.22
7407254	500542		PRINTING/ADVERTISING		Y-Apprv	N	376.97
7407254	500542		PRINTING/ADVERTISING		Y-Apprv	N	305.78

City of Carson City
PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
13792	************1760	ERIC BROOKS	7200	082025	New	2026/01	273.96

GL Effective Date: 07/14/2025 Invoice Date: 07/14/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
100579	GROCERY OUTLET - WINE FOR AR	P-CARD OTP VENDOR		07/11/2025	07/14/2025	07/21/2025	59.88
100580	BREWERY ARTS CENTER - SAMPLE	P-CARD OTP VENDOR		07/11/2025	07/14/2025	07/21/2025	12.00
100581	GREAT BASIN BREWING - SCULPT	THE UNION - CARSO LLC		07/10/2025	07/14/2025	07/21/2025	151.50
101533	SASSAFRAS - ARTS ADVOCACY TO	P-CARD OTP VENDOR		08/01/2025	08/04/2025	08/05/2025	50.58

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407254	500625		OPERATING SUPPLIES		Y-Apprv	N	273.96

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
13836	************1023	LYDIA BECK	7200	082025	New	2026/01	1,096.12

GL Effective Date: 07/14/2025 Invoice Date: 07/14/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
100816	FLIPSNACK - VISITOR GUIDE PD	P-CARD OTP VENDOR		07/15/2025	07/16/2025	07/21/2025	456.00
100817	ELEVEN LABS - 07/17/25-08/17	P-CARD OTP VENDOR		07/17/2025	07/18/2025	07/21/2025	11.00
101122	MAILCHIMP - 06/25/25-07/24/2	INTUIT, INC.		07/24/2025	07/25/2025	07/28/2025	230.00
101123	AMAZON B2B - REFUND BALANCE	P-CARD OTP VENDOR		07/24/2025	07/25/2025	07/28/2025	-0.76
101420	TEEJAY'S - HOSTING JOURNALIS	P-CARD OTP VENDOR		07/25/2025	07/28/2025	08/04/2025	62.22
101421	THE FEDERAL HOTEL - HOSTING	P-CARD OTP VENDOR		07/28/2025	07/30/2025	08/04/2025	129.00
101618	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		08/01/2025	08/04/2025	08/05/2025	64.95
101619	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		08/04/2025	08/04/2025	08/05/2025	0.52
101620	THE FEDERAL HOTEL - HOSTING	P-CARD OTP VENDOR		08/02/2025	08/04/2025	08/05/2025	143.19

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	866.88
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	230.00
7407201	500625		OPERATING SUPPLIES		N	N	-0.76

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
13846	************3420	KASIE SALDANA	7200	082025	New	2026/01	135.09

GL Effective Date: 07/14/2025 Invoice Date: 07/14/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
100895	GROCERY OUTLET - ARTIST RECE	P-CARD OTP VENDOR		07/11/2025	07/14/2025	07/21/2025	33.29
101174	WALMART - OFFICE SUPPLIES	P-CARD OTP VENDOR		07/24/2025	07/25/2025	07/28/2025	46.82
101494	MICHAELS - GIFT BASKETS	P-CARD OTP VENDOR		07/29/2025	07/30/2025	08/04/2025	54.98

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601		OFFICE SUPPLIES		Y-Apprv	N	46.82
7407200	500625		OPERATING SUPPLIES		Y-Apprv	N	54.98
7407254	500625		OPERATING SUPPLIES		Y-Apprv	N	33.29

City of Carson City
PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
13873	************6463	STUART WEXLER	7200	082025	New	2026/01	2,933.77

GL Effective Date: 07/14/2025 Invoice Date: 07/14/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
101176	FED EX - DUPLICATE CHARGE TO	P-CARD OTP VENDOR		06/10/2025	07/21/2025	07/28/2025	-456.23
101495	ABA - MARKETPLACE 2026 REGIS	P-CARD OTP VENDOR		07/28/2025	07/29/2025	08/04/2025	1795.00
101496	NTA - 2025 NTA TRAVEL EXCHAN	P-CARD OTP VENDOR		07/31/2025	08/01/2025	08/04/2025	1595.00

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500543		ADVERTISING/MARKETING		Y-Apprv	N	3390.00
7407205	500543		ADVERTISING/MARKETING		N	N	-456.23

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
13874	************7554	David Peterson	7200	082025	New	2026/01	308.50

GL Effective Date: 07/14/2025 Invoice Date: 07/14/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
101179	TEE JAYS - V&T COMMISSION ME	P-CARD OTP VENDOR		07/18/2025	07/21/2025	07/28/2025	50.50
101180	STAYBRIDGE - HOSTED Becky Re	P-CARD OTP VENDOR		07/20/2025	07/22/2025	07/28/2025	258.00

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625		OPERATING SUPPLIES		Y-Apprv	N	50.50
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	258.00