

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

Date Submitted: 10/07/25

Agenda Date Requested: 10/13/25

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 \$44,489.27, and p-card charges, totaling \$23,052.25, for August 2025.

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 August 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 Aug 2025 (2026/02).

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/2 TO 2026/2												
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN		CHECK	DESCRIPTION		
7407200				CTA - EXECUTIVE								
7407200 500444				OFFICE EQUIPMENT RENTAL								
001669	UBEOWESTLLC	4929717-FY26	0	2026	2	INV P	79.70	082225AF	903124905	07/01/25-07/22/25 P		
001669	UBEOWESTLLC	4956898	0	2026	2	INV P	108.68	082225AF	903124905	Printer Lease 07/23		
							188.38					
004698 GREATAMERICAFINANCIA 39971953				0	2026	2 INV P	166.20	090525AF	903125153	08/23/25-09/22/25 P		
ACCOUNT TOTAL							354.58					
7407200 500625				OPERATING SUPPLIES								
000425	CHARTERCOMMUNICATION	230475701080125	0	2026	2	INV P	110.00	082225AF	903124787	Internet 8/01/2025		
000724	FIRSTCHOICESERVICES	RE-605694	0	2026	2	INV P	54.00	081525AF	903124565	202508 Rental		
001439	NVDEPTBUSINESS	AA26-504	0	2026	2	INV P	35.00	082225AF	903124859	FY26 Assessment		
006635	THEPITNEYBOWESBANKIN	PITNEYBOWES081725	0	2026	2	INV P	1,010.61	082925AF	903125083	Purchase Power 0820		
ACCOUNT TOTAL							1,209.61					
7407200 500712				POWER								
001458	NVENERGY	67482002802337-0525	0	2026	2	INV P	241.64	081525AF	903124675	NV Energy 05/29/25		
001458	NVENERGY	67482002802337-0725	0	2026	2	INV P	218.27	081525AF	903124675	NV Energy 07/01/25-		
001458	NVENERGY	67482002802337-725	0	2026	2	INV P	7.28	081525AF	903124675	NV Energy 06/30/202		
							467.19					
ACCOUNT TOTAL							467.19					
ORG 7407200 TOTAL							2,031.38					
7407201				CTA - MARKETING								
7407201 500340				CONTRACT EMPLOYEES								
007274	AUDREYPAYNE	0001	0	2026	2	INV P	2,500.00	082925AF	903124936	CAP to Canada Halfw		
ACCOUNT TOTAL							2,500.00					
7407201 500444				OFFICE EQUIPMENT RENTAL								
001669	UBEOWESTLLC	4929717-FY26	0	2026	2	INV P	79.70	082225AF	903124905	07/01/25-07/22/25 P		
001669	UBEOWESTLLC	4956898	0	2026	2	INV P	108.68	082225AF	903124905	Printer Lease 07/23		
							188.38					
004698 GREATAMERICAFINANCIA 39971953				0	2026	2 INV P	224.37	090525AF	903125153	08/23/25-09/22/25 P		
ACCOUNT TOTAL							412.75					
7407201 500625				OPERATING SUPPLIES								
002428	LYDIABECK	BECK250806	0	2026	2	INV P	207.95	081525AF	903124622	Journalist Gift Car		

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/2 TO 2026/2		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL									207.95		
ORG 7407201 TOTAL									3,120.70		
7407205	CCTA - EVENTS & SALES										
7407205	500340				CONTRACT EMPLOYEES						
002746	BRIANLONDON	399	0	2026	2	INV	P	9,900.00	081525AF	903124522	FY26 Event and Tour
ACCOUNT TOTAL									9,900.00		
7407205	500444				OFFICE EQUIPMENT RENTAL						
001669	UBEOWESTLLC	4929717-FY26	0	2026	2	INV	P	159.40	082225AF	903124905	07/01/25-07/22/25 P
001669	UBEOWESTLLC	4956898	0	2026	2	INV	P	217.36	082225AF	903124905	Printer Lease 07/23
									376.76		
004698	GREATAMERICAFINANCIA	39971953	0	2026	2	INV	P	440.43	090525AF	903125153	08/23/25-09/22/25 P
ACCOUNT TOTAL									817.19		
7407205	500540				PUBLICITY/SPECIAL EVENTS						
007338	SPARROWS MANUFACTURI	D272	0	2026	2	INV	P	8,000.00	090525AF	903125255	ROCK'A LOCK'A BANG!
ACCOUNT TOTAL									8,000.00		
7407205	500543				ADVERTISING/MARKETING						
006299	NORTHSTARTRAVELMEDIA	50102009	0	2026	2	INV	P	5,395.00	090525AF	903125216	Teams 25 Conference
ACCOUNT TOTAL									5,395.00		
ORG 7407205 TOTAL									24,112.19		
7407211	CTA - VISITORS CENTER										
7407211	500625				OPERATING SUPPLIES						
003807	MINUTEMANPRESS	4641	0	2026	2	INV	P	225.00	081525AF	903124630	VCC Teardrop Flag f
ACCOUNT TOTAL									225.00		
ORG 7407211 TOTAL									225.00		
7407254	CTA - ARTS & CULTURE 1%										
7407254	500540				PUBLICITY/SPECIAL EVENTS						
000273	BREWERYARTSCENTER	1269	0	2026	2	INV	P	10,000.00	081525AF	903124519	Sponsorship - Plein
ACCOUNT TOTAL									10,000.00		
7407254	500545				MEMBERSHIP / PUBLICATIONS						
000273	BREWERYARTSCENTER	1270	0	2026	2	INV	P	5,000.00	081525AF	903124519	Gold Membership 07/
ACCOUNT TOTAL									5,000.00		
ORG 7407254 TOTAL									15,000.00		

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/2 TO 2026/2									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
FUND 740	CARSON CITY TOURISM AUTHORITY	TOTAL:						44,489.27	

** 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
13873	*****6463	STUART WEXLER	7200	082025	Converted	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		1940258306	06/10/2025	07/21/2025	07/28/2025	-456.23
101495	ABA - MARKETPLACE 2026 REGIS P-CARD OTP VENDOR		1940258600	07/28/2025	07/29/2025	08/04/2025	1795.00
101496	NTA - 2025 NTA TRAVEL EXCHAN P-CARD OTP VENDOR		1940258601	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
13874	*****7554	David Peterson	7200	082025	Converted	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		1940258309	07/18/2025	07/21/2025	07/28/2025	50.50
101180	STAYBRIDGE - HOSTED Becky Re P-CARD OTP VENDOR		1940258310	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
13911	*****1760	ERIC BROOKS	7200	092025	New	2026/02	1,670.20
GL Effective Date: 08/11/2025		Invoice Date: 08/11/2025					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
101643	EVENTBRIGHT - LEVERAGING TOU P-CARD OTP VENDOR			08/06/2025	08/07/2025	08/11/2025	75.00
101644	SUPER.COM - CODASUMMIT - LOD P-CARD OTP VENDOR			08/07/2025	08/07/2025	08/11/2025	661.25
101645	AMERICAN AIRLINES - AIAITA - P-CARD OTP VENDOR			08/07/2025	08/08/2025	08/11/2025	312.36
101646	SW AIR - CODASUMMIT - TRANSP SOUTHWEST AIRLINES CO.			08/06/2025	08/08/2025	08/11/2025	256.62
101920	SILVER STAR HOTEL - AIAITA - P-CARD OTP VENDOR			08/08/2025	08/11/2025	08/18/2025	84.53
101921	EVE'S EATERY - MURALS & MUSI P-CARD OTP VENDOR			08/08/2025	08/11/2025	08/18/2025	72.00
101922	SUPER.COM - SUPER+ MEMBERSHI P-CARD OTP VENDOR			08/11/2025	08/12/2025	08/18/2025	15.00
102267	GREAT BASIN BREWERY - MURALS THE UNION - CARSO LLC			08/15/2025	08/18/2025	08/25/2025	121.50
103042	MOM & POPS DINER - MARK TWAI P-CARD OTP VENDOR			09/03/2025	09/04/2025	09/08/2025	71.94
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407254	500330	TRAINING		Y-Apprv	N		1314.76
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N		280.44
7407254	500625	OPERATING SUPPLIES	G725425001 G-CONT SVC			Y-Apprv Y-Apprv	75.00

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
13932	*****8725	CHRISTINE KIPP	7200	092025	New	2026/02	2,262.53

GL Effective Date: 08/11/2025 Invoice Date: 08/11/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
101698	NV TOURISM - GOVERNORS CONFE	STATE OF NEVADA		08/07/2025	08/08/2025	08/11/2025	150.00
101996	DUST & WONDER TRAIL RTT MEMB	P-CARD OTP VENDOR		08/08/2025	08/11/2025	08/18/2025	155.00
101997	VERIZON - 06/20/25-07/19/25	P-CARD OTP VENDOR		08/10/2025	08/11/2025	08/18/2025	383.93
101998	RTT MEETING LUNCHES 08/13/25	P-CARD OTP VENDOR		08/08/2025	08/11/2025	08/18/2025	144.00
101999	CLOUDWAYS - 2025 JUL WEBSITE	P-CARD OTP VENDOR		08/10/2025	08/11/2025	08/18/2025	77.66
102000	FOUNDATION FOR CCPR - DISC G	P-CARD OTP VENDOR		08/13/2025	08/14/2025	08/18/2025	800.00
102333	ADOBE 08/20/25-09/19/25 CREA	P-CARD OTP VENDOR		08/20/2025	08/20/2025	08/25/2025	371.94
103076	RTT MEETING LUNCHES 09/10/25	P-CARD OTP VENDOR		09/03/2025	09/04/2025	09/08/2025	180.00

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
740	143000		PREPAID	G725425001 G-CONT SVC	N	Y-Apprv	26.33
7407200	500330		TRAINING		Y-Apprv	N	150.00
7407200	500625		OPERATING SUPPLIES		Y-Apprv	N	267.98
7407200	500710		TELEPHONE		Y-Apprv	N	314.92
7407201	500540		PUBLICITY/SPECIAL EVENTS		Y-Apprv	N	800.00
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	421.64
7407205	500625		OPERATING SUPPLIES		Y-Apprv	N	23.99
7407254	500625		OPERATING SUPPLIES		Y-Apprv	N	23.99
7407254	500710		TELEPHONE		Y-Apprv	N	69.01
7407254	501225		GRANT - OPERATING SUPPLIES	G725425001 G-CONT SVC	Y-Apprv	Y-Apprv	164.67

City of Carson City

PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
13980	*****1023	LYDIA BECK	7200	092025	New	2026/02	5,264.18

GL Effective Date: 08/11/2025 Invoice Date: 08/11/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
101844	THE FEDERAL HOTEL - CREDIT F	P-CARD OTP VENDOR		08/04/2025	08/06/2025	08/11/2025	-14.19
102177	ELEVEN LABS - FY26/FY27 SPLI	P-CARD OTP VENDOR		08/08/2025	08/11/2025	08/18/2025	220.00
102545	AMAZON - WIRELESS BLUETOOTH	AMAZON.COM SERVICES INC.		08/17/2025	08/18/2025	08/25/2025	216.14
102546	FOUR PEAKS - ESTO 2025 MEAL	P-CARD OTP VENDOR		08/19/2025	08/20/2025	08/25/2025	24.76
102547	MARRIOTT - ESTO 2025 LODGING	P-CARD OTP VENDOR		08/19/2025	08/21/2025	08/25/2025	556.57
102548	RENO TAHOE AIRPORT - ESTO 20	P-CARD OTP VENDOR		08/19/2025	08/21/2025	08/25/2025	54.00
102958	AMAZON - DRY ERASE BIG CHECK	P-CARD OTP VENDOR		08/25/2025	08/25/2025	09/02/2025	98.87
102959	MAILCHIMP - 07/25/25-08/24/2	P-CARD OTP VENDOR		08/25/2025	08/26/2025	09/02/2025	229.98
102960	NV STATE PRISON PRES SOCIETY	P-CARD OTP VENDOR		08/25/2025	08/26/2025	09/02/2025	100.00
102961	RENO TAHOE AIRPORT - PICKING	P-CARD OTP VENDOR		08/26/2025	08/27/2025	09/02/2025	3.00
102962	AMAZON - CREDIT	AMAZON.COM SERVICES INC.		08/25/2025	08/27/2025	09/02/2025	-16.19
102963	GREAT BASIN BREWERY - CAP TO	THE UNION - CARSO LLC		08/26/2025	08/28/2025	09/02/2025	56.00
102964	STAYBRIDGE - CAP TO CANADA H	P-CARD OTP VENDOR		08/27/2025	08/29/2025	09/02/2025	129.00
103181	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		09/02/2025	09/02/2025	09/08/2025	0.52
103182	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		09/01/2025	09/02/2025	09/08/2025	64.95
103183	B&H PHOTO - SONY FX2 DGTL CI	B&H FOTO & ELECTRONICS CORP.		09/03/2025	09/04/2025	09/08/2025	3540.77

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
740	143000	PREPAID		N	N	22.90
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	216.14
7407200	500625	OPERATING SUPPLIES		N	N	-16.19
7407201	500330	TRAINING		Y-Apprv	N	635.33
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	4420.19
7407201	500625	OPERATING SUPPLIES		N	N	-14.19

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
13982	*****3550	ZACHARY BRAGDON	7200	092025	New	2026/02	243.02

GL Effective Date: 08/11/2025 Invoice Date: 08/11/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
101882	NV TOURISM - GOVERNORS CONFE	STATE OF NEVADA		08/06/2025	08/07/2025	08/11/2025	150.00
102565	POSTAL ANNEX - SHIPPING & IN	P-CARD OTP VENDOR		08/20/2025	08/22/2025	08/25/2025	93.02

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500330	TRAINING		Y-Apprv	N	150.00
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	93.02

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
13987	*****3420	KASIE SALDANA	7200	092025	New	2026/02	1,522.82

GL Effective Date: 08/11/2025 Invoice Date: 08/11/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
101893	NV TOURISM - GOVERNORS CONFE	STATE OF NEVADA		08/07/2025	08/08/2025	08/11/2025	150.00
101894	WALMART - OFFICE SUPPLIES	P-CARD OTP VENDOR		08/07/2025	08/08/2025	08/11/2025	158.39
102230	PITCH BLACK PRINTING - DEPOS	INTUIT, INC.		08/14/2025	08/15/2025	08/18/2025	1203.48
102991	FED EX - CAP TO CANADA HIKER	FEDEX OFFICE AND PRINT SERVICE		08/29/2025	09/01/2025	09/02/2025	10.95

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500330	TRAINING		Y-Apprv	N	150.00
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	158.39
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	385.97
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	10.95
7407211	500625	OPERATING SUPPLIES		Y-Apprv	N	803.21
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	14.30

14033	*****5118	David Peterson	7200	092025	New	2026/02	11,729.54
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GL Effective Date: 08/11/2025 Invoice Date: 08/11/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
102110	FACEBOOK - AD CAMPAIGNS 08/0	META PLATFORMS, INC.		08/09/2025	08/11/2025	08/18/2025	71.43
102111	FACEBOOK - AD CAMPAIGNS 07/2	META PLATFORMS, INC.		08/08/2025	08/11/2025	08/18/2025	2000.00
102112	GOOGLE - MEDIA BUYS 08/01/25	XXVI HOLDINGS INC.		08/12/2025	08/13/2025	08/18/2025	1500.00
102448	STACKADAPT - DISPLAY ADS 08/	P-CARD OTP VENDOR		08/15/2025	08/18/2025	08/25/2025	339.22
102449	FACEBOOK - AD CAMPAIGNS 08/0	META PLATFORMS, INC.		08/21/2025	08/22/2025	08/25/2025	2000.00
102821	STACKADAPT - DISPLAY ADS 08/	P-CARD OTP VENDOR		08/22/2025	08/25/2025	09/02/2025	559.26
102822	GOOGLE - MEDIA BUYS 08/01/25	XXVI HOLDINGS INC.		08/25/2025	08/26/2025	09/02/2025	1500.00
102823	FACEBOOK - AD CAMPAIGNS 08/2	META PLATFORMS, INC.		08/29/2025	08/29/2025	09/02/2025	2000.00
102824	STACKADAPT - DISPLAY ADS 08/	P-CARD OTP VENDOR		08/29/2025	09/01/2025	09/02/2025	720.71
103128	STACKADAPT - DISPLAY ADS 08/	P-CARD OTP VENDOR		09/01/2025	09/02/2025	09/08/2025	309.60
103129	GOOGLE - MEDIA BUYS 08/01/25	XXVI HOLDINGS INC.		09/01/2025	09/02/2025	09/08/2025	729.32

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	7864.49
7407254	500542	PRINTING/ADVERTISING		Y-Apprv	N	3865.05

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
14047	*****7554	David Peterson	7200	092025	New	2026/02	119.98
GL Effective Date: 08/11/2025		Invoice Date: 08/11/2025					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
102231	VERIZON - PHONE CASE & PROTE	P-CARD OTP VENDOR		08/12/2025	08/14/2025	08/18/2025	104.98
102993	NEVADA BUILDERS ALLIANCE - S	NEVADA BUILDERS ALLIANCE		08/26/2025	08/29/2025	09/02/2025	15.00
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv		N	119.98
14077	*****6463	STUART WEXLER	7200	092025	New	2026/02	239.98
GL Effective Date: 08/11/2025		Invoice Date: 08/11/2025					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
102583	NV TOURISM - GOVERNORS CONF	STATE OF NEVADA		08/21/2025	08/22/2025	08/25/2025	150.00
102992	VERIZON - PHONE CASE & SCREE	P-CARD OTP VENDOR		08/23/2025	08/25/2025	09/02/2025	89.98
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv		N	89.98
7407205	500330	TRAINING		Y-Apprv		N	150.00