

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

Date Submitted: 10/06/21

Agenda Date Requested: 10/11/21

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 August 2021.

Staff Summary: The CTA Board will review the invoice listing for Accounts Payable Checks totaling \$27,029.54 and P-card charges totaling \$18,400.36 in August 2021, 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 August 2021.

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 August 2021.

Prepared By: Chris Kipp, Operations Manager

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City of Carson City
INVOICE LIST BY GL ACCOUNT

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apinvgl

YEAR/PERIOD: 2022/2 TO 2022/2	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
7407200 CTA - EXECUTIVE						
740-98-72-7200-000-500440-	000360 CARSONCITYSQUARELLC	2301	0	BUILDING RENTAL 2022 2 INV P	5,381.00 081321MD 903090059	202108 Rent
ACCOUNT TOTAL					5,381.00	
740-98-72-7200-000-500512-	002034 TRAVELERS	1062KA213FY22	0	INSURANCE PERMIUMS 2022 2 INV P	8,844.00 082021MD 903090316	07/01/21-07/01/22 F
ACCOUNT TOTAL					8,844.00	
740-98-72-7200-000-500625-	002940 NEVADANEWSGROUP	13959	0	OPERATING SUPPLIES 2022 2 INV P	136.00 082021MD 903090270	Annual Fiscal Repor
ACCOUNT TOTAL					136.00	
740-98-72-7200-000-500710-	000071 ALLSTREAM	638-2321	0	TELEPHONE 2022 2 INV P	.27 081321MD 903090037	
	000071 ALLSTREAM	650	0	2022 2 INV P	4.09 081321MD 903090037	
	000071 ALLSTREAM	7200	0	2022 2 INV P	20.47 081321MD 903090037	
					24.83	
ACCOUNT TOTAL					24.83	
ORG 7407200 TOTAL					14,385.83	
7407201 CTA - MARKETING						
740-98-72-7201-000-500349-	001050 KPS3	45224	0	CONTRACTUAL SERVICES 2022 2 INV P	5,567.75 082721MD 903090401	202107 Creative Con
ACCOUNT TOTAL					5,567.75	
740-98-72-7201-000-500444-	001049 KONICAMINOLTAPREMIER	73504555	0	OFFICE EQUIPMENT RENTAL 2022 2 INV P	690.09 082721MD 903090400	09/01/21-09/30/21 D
	001049 KONICAMINOLTAPREMIER	73505184	0	2022 2 INV P	2,623.55 082721MD 903090400	09/01/21-09/30/21 P
					3,313.64	
ACCOUNT TOTAL					3,313.64	
740-98-72-7201-000-500542-	000372 CARSONNOWLLC	0005737	0	PRINTING/ADVERTISING 2022 2 INV P	400.00 081321MD 903090061	08/05/21-09/04/21
	002757 SHELBYHOLTE	08052021001	0	2022 2 INV P	500.00 082021MD 903090296	3 Blogs Quarterly P
ACCOUNT TOTAL					900.00	
ORG 7407201 TOTAL					9,781.39	

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City of Carson City
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2022/2 TO 2022/2	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
7407254									CTA - ARTS & CULTURE 1%	
740-98-72-7254-000-500349-									CONTRACTUAL SERVICES	
001050 KPS3	45202		0	2022	2	INV P	2,170.00	082721MD 903090401	202107 Web Dev/CRM	
001050 KPS3	45224		0	2022	2	INV P	692.32	082721MD 903090401	202107 Creative Con	
							<u>2,862.32</u>			
									ACCOUNT TOTAL	
									2,862.32	
									ORG 7407254 TOTAL	
									2,862.32	
=====										
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:										27,029.54
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** END OF REPORT - Generated by Chris Kipp **



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City of Carson City
PURCHASE CARD STATEMENTS

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apccstmt

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
4704	*****4100	LINDA MACAULEY	7200	092021	Released	2022/02	155.95
GL Effective Date: 08/16/2021		Invoice Date: 08/16/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
34655	SMITHS - VISA GIFT CARD FOR	P-CARD OTP VENDOR		08/06/2021	08/09/2021	08/16/2021	155.95
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	155.95	
4713	*****0059	JAMES SALANOA	7200	092021	New	2022/02	2,632.81
GL Effective Date: 08/16/2021		Invoice Date: 08/16/2021					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
34707	ENGRAVERS OF RENO - NAME PLA	P-CARD OTP VENDOR		08/06/2021	08/09/2021	08/16/2021	30.73
34708	KELLY PAPER - PAPER FOR POST	P-CARD OTP VENDOR		08/06/2021	08/09/2021	08/16/2021	510.30
35176	SOUTHWEST AIRLINES - VICTORI	SOUTHWEST AIRLINES CO.		08/18/2021	08/20/2021	08/24/2021	438.97
35510	COMFORT INN - VICTORIAN IRON	P-CARD OTP VENDOR		08/21/2021	08/23/2021	08/30/2021	552.99
35511	SOUTHWEST AIRLINES - IPW CON	SOUTHWEST AIRLINES CO.		08/19/2021	08/23/2021	08/30/2021	39.45
35512	GREAT SAND DUNES OASIS - VIC	P-CARD OTP VENDOR		08/23/2021	08/24/2021	08/30/2021	15.89
35513	PURPLE PIG PIZZERIA - VICTOR	P-CARD OTP VENDOR		08/22/2021	08/24/2021	08/30/2021	63.44
35514	MCDONALD'S - VICTORIAN IRON	P-CARD OTP VENDOR		08/22/2021	08/24/2021	08/30/2021	12.34
35515	EL PINTO RESTAURANT - VICTOR	P-CARD OTP VENDOR		08/21/2021	08/26/2021	08/30/2021	35.64
35516	MCDONALD'S - VICTORIAN IRON	P-CARD OTP VENDOR		08/24/2021	08/26/2021	08/30/2021	10.94
35517	BUDGET RENT A CAR - VICTORIA	P-CARD OTP VENDOR		08/25/2021	08/26/2021	08/30/2021	791.92
35784	STICKER MULE - MAGNETS	P-CARD OTP VENDOR		08/31/2021	09/01/2021	09/07/2021	130.20
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	120.00	
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	390.30	
7407205	500544	NEVADA DAY		Y-Apprv	N	130.20	
7407205	500580	TRAVEL		Y-Apprv	N	1961.58	
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	30.73	

CCCTA BOARD MEMBER APPROVAL



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City of Carson City
PURCHASE CARD STATEMENTS

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Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
4730	*****8725	CHRISTINE KIPP	7200	092021	New	2022/02	846.42
GL Effective Date: 08/16/2021		Invoice Date: 08/16/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
34765	VERIZON - 07/20/21-08/19/21	P-CARD OTP VENDOR		08/10/2021	08/10/2021	08/16/2021	370.09
34766	ADOBE 08/09/21-08/19/21	CREA P-CARD OTP VENDOR		08/10/2021	08/11/2021	08/16/2021	12.06
34767	RENO TAHOE TERRITORY - LUNCH	P-CARD OTP VENDOR		08/11/2021	08/12/2021	08/16/2021	20.75
34768	RENO TAHOE TERRITORY - LUNCH	P-CARD OTP VENDOR		08/11/2021	08/12/2021	08/16/2021	20.75
35217	ADT SECURITY - 08/18/21-09/1	P-CARD OTP VENDOR		08/18/2021	08/19/2021	08/24/2021	50.53
35558	ADOBE 07/20/21-08/19/21	CREA P-CARD OTP VENDOR		08/21/2021	08/23/2021	08/30/2021	273.95
35559	PAYMO - PRINTING PROJECT MAN	P-CARD OTP VENDOR		08/23/2021	08/24/2021	08/30/2021	18.95
35560	INTL TRANS FOR PAYMO INV #20	P-CARD OTP VENDOR		08/24/2021	08/24/2021	08/30/2021	0.15
35561	MAIL CHIMP - 2021 08 LIST CH	P-CARD OTP VENDOR		08/24/2021	08/25/2021	08/30/2021	79.19

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625		OPERATING SUPPLIES		Y-Apprv	N	144.51
7407200	500710		TELEPHONE		Y-Apprv	N	198.32
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	258.27
7407211	500625		OPERATING SUPPLIES		Y-Apprv	N	50.53
7407254	500625		OPERATING SUPPLIES		Y-Apprv	N	194.79



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City of Carson City
PURCHASE CARD STATEMENTS

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Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
4778	*****5118	David Peterson	7200	092021	New	2022/02	11,892.36
GL Effective Date: 08/16/2021		Invoice Date: 08/16/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
34947	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		07/28/2021	08/06/2021	08/16/2021	500.00
34948	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		07/24/2021	08/06/2021	08/16/2021	500.00
34949	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		07/21/2021	08/06/2021	08/16/2021	500.00
34950	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		07/26/2021	08/06/2021	08/16/2021	500.00
34951	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		07/31/2021	08/06/2021	08/16/2021	500.00
34952	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		08/03/2021	08/06/2021	08/16/2021	500.00
34953	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		07/23/2021	08/06/2021	08/16/2021	500.00
34954	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		07/18/2021	08/06/2021	08/16/2021	500.00
34955	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		07/19/2021	08/06/2021	08/16/2021	500.00
34956	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		08/06/2021	08/09/2021	08/16/2021	500.00
34957	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		08/08/2021	08/09/2021	08/16/2021	500.00
34958	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		08/09/2021	08/10/2021	08/16/2021	492.36
34959	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		08/10/2021	08/11/2021	08/16/2021	500.00
34960	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		08/12/2021	08/13/2021	08/16/2021	500.00
35317	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		08/15/2021	08/16/2021	08/24/2021	500.00
35318	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		08/17/2021	08/18/2021	08/24/2021	500.00
35626	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		08/22/2021	08/23/2021	08/30/2021	500.00
35627	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		08/20/2021	08/23/2021	08/30/2021	500.00
35628	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		08/24/2021	08/24/2021	08/30/2021	900.00
35629	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		08/24/2021	08/25/2021	08/30/2021	500.00
35630	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		08/26/2021	08/27/2021	08/30/2021	500.00
35883	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		08/29/2021	08/30/2021	09/07/2021	500.00
35884	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		08/31/2021	09/01/2021	09/07/2021	500.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	11892.36



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City of Carson City
PURCHASE CARD STATEMENTS

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Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
4800	*****1023	LYDIA BECK	7200	092021	New	2022/02	2,608.42
GL Effective Date: 08/16/2021		Invoice Date: 08/16/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
35022	SOUTHWEST AIRLINES - 2021 ES	SOUTHWEST AIRLINES CO.		08/08/2021	08/10/2021	08/16/2021	15.00
35023	SOUTHWEST AIRLINES - 2021 ES	SOUTHWEST AIRLINES CO.		08/08/2021	08/10/2021	08/16/2021	20.00
35024	CC CHAMBER OF COMMERCE - 202	CARSON CITY CHAMBER OF COMMERC		08/11/2021	08/12/2021	08/16/2021	975.00
35375	OVERLAND CAFE - 2021 ESTO -	P-CARD OTP VENDOR		08/15/2021	08/16/2021	08/24/2021	22.07
35376	UBER - 2021 ESTO - TRANSPORT	P-CARD OTP VENDOR		08/15/2021	08/16/2021	08/24/2021	28.96
35377	ANGEL CITY BREWERY - 2021 ES	P-CARD OTP VENDOR		08/14/2021	08/16/2021	08/24/2021	37.78
35378	LYFT - 2021 ESTO - TRANSPORT	P-CARD OTP VENDOR		08/15/2021	08/16/2021	08/24/2021	12.90
35379	NATUREWELL - 2021 ESTO - MEA	P-CARD OTP VENDOR		08/16/2021	08/17/2021	08/24/2021	12.87
35380	UBER - 2021 ESTO - TRANSPORT	P-CARD OTP VENDOR		08/17/2021	08/18/2021	08/24/2021	34.54
35381	LB-CNBC - 2021 ESTO - MEAL	P-CARD OTP VENDOR		08/18/2021	08/19/2021	08/24/2021	5.29
35382	MARRIOTT JW L.A. (ILLY) - 20	P-CARD OTP VENDOR		08/17/2021	08/19/2021	08/24/2021	7.57
35383	LYFT - 2021 ESTO - TRANSPORT	P-CARD OTP VENDOR		08/19/2021	08/20/2021	08/24/2021	76.99
35384	MARRIOTT JW L.A. - 2021 ESTO	P-CARD OTP VENDOR		08/14/2021	08/20/2021	08/24/2021	1061.00
35936	AMAZON - DESKTOP HARD DRIVE	P-CARD OTP VENDOR		09/01/2021	09/01/2021	09/07/2021	12.99
35937	AMAZON - DESKTOP HARD DRIVE	P-CARD OTP VENDOR		08/31/2021	09/01/2021	09/07/2021	219.99
35938	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		09/01/2021	09/02/2021	09/07/2021	64.95
35939	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		09/02/2021	09/02/2021	09/07/2021	0.52

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500674	SMALL TOOLS/ EQUIPMENT		Y-Apprv	N	232.98
7407201	500330	TRAINING		Y-Apprv	N	2309.97
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	65.47

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
4815	*****7554	David Peterson	7200	092021	New	2022/02	264.40
GL Effective Date: 08/16/2021		Invoice Date: 08/16/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
35103	STAYBRIDGE SUITES - HOST TRA	P-CARD OTP VENDOR		08/08/2021	08/10/2021	08/16/2021	139.00
35457	KEI SUSHI - POST MEDIA FAM L	P-CARD OTP VENDOR		08/13/2021	08/16/2021	08/24/2021	125.40

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	125.40
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	139.00

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