

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

**Date Submitted:** 12/06/22

**Agenda Date Requested:** 12/12/22

**Time Requested:** 5 Minutes

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

**From:** David Peterson, Executive Director ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com))

**Subject Title:** Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks and p-card charges for October 2022.

**Staff Summary:** The CTA Board will review the invoice listing for accounts payable checks totaling \$82,601.24 and P-card charges totaling \$22,676.40 in October 2022, 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 October 2022.

**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 October 2022.

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

# City of Carson City

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4												
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION				
7407200								CTA - EXECUTIVE				
7407200 500444								OFFICE EQUIPMENT RENTAL				
001589 PITNEYBOWESINC	3316380964	0	2023 4	INV	P	195.66	102122AF 903099996	07/29/22-10/28/22 L				
001669 RAYMORGANCOMPANY	3876240	0	2023 4	INV	P	108.68	101422AF 903099838	C710 Maint Contract				
001669 RAYMORGANCOMPANY	3876241	0	2023 4	INV	P	108.68	101422AF 903099838	C710 Maint Contract				
						217.36						
004698 GREATAMERICAFINANCIA	32497672	0	2023 4	INV	P	166.20	101422AF 903099777	202209 Printer Leas				
						ACCOUNT TOTAL			579.22			
7407200 500625								OPERATING SUPPLIES				
000724 FIRSTCHOICESERVICES	633383	0	2023 4	INV	P	71.90	101422AF 903099774	Qtly Filter Exchang				
000724 FIRSTCHOICESERVICES	633558	0	2023 4	INV	P	54.00	101422AF 903099774	202210 Rental				
						125.90						
						ACCOUNT TOTAL			125.90			
7407200 500710								TELEPHONE				
000071 ALLSTREAM	7200	0	2023 4	INV	P	24.69	101422AF 903099736					
						ACCOUNT TOTAL			24.69			
7407200 500712								POWER				
001458 NVENERGY	67482002802261-09/22	0	2023 4	INV	P	261.64	101422AF 903099825	08/30/22-09/28/22 1				
001458 NVENERGY	67482002802279-09/22	0	2023 4	INV	P	98.35	101422AF 903099825	08/30/22-09/28/22 1				
						359.99						
						ACCOUNT TOTAL			359.99			
						ORG 7407200 TOTAL			1,089.80			
7407201								CTA - MARKETING				
7407201 500340								CONTRACT EMPLOYEES				
002407 AVANTEINTERACTIVE	2241	0	2023 4	INV	P	3,375.00	102122AF 903099914	Google Ads-Social M				
002487 KATHARINEJCOX	9010	0	2023 4	INV	P	20.00	102122AF 903099953	202209 Design Servi				
						ACCOUNT TOTAL			3,395.00			
7407201 500349								CONTRACTUAL SERVICES				
001050 KPS3	49185	0	2023 4	INV	P	35,917.56	102822AF 903100104	202209 Creative Con				
001050 KPS3	49186	0	2023 4	INV	P	857.50	102822AF 903100104	202209 WEB/CRM				
						36,775.06						
003888 TRESPASSERINC	22-1021	0	2023 4	INV	P	12,500.00	101422AF 903099882	RT-23-EDA-006 Fall				

# City of Carson City

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION		
ACCOUNT TOTAL						49,275.06					
7407201 500444				OFFICE EQUIPMENT	RENTAL						
001669 RAYMORGANCOMPANY	3876240	0	2023	4	INV P	108.68	101422AF	903099838	C710 Maint Contract		
001669 RAYMORGANCOMPANY	3876241	0	2023	4	INV P	108.68	101422AF	903099838	C710 Maint Contract		
						217.36					
004698 GREATAMERICAFINANCIA	32497672	0	2023	4	INV P	224.37	101422AF	903099777	202209 Printer Leas		
ACCOUNT TOTAL						441.73					
7407201 500542				PRINTING/ADVERTISING							
003029 N7MASSEFFECT	021852	0	2023	4	INV P	1,800.00	102122AF	903099983	10x30 Billboard		
003223 THELAMARCOMPANIES	3760472	0	2023	4	INV P	7,200.00	110422AF	903100390	Airport Bag Claim A		
004029 GRAYMEDIAGROUPINC	2700164-1	0	2023	4	INV P	1,964.00	102822AF	903100080	2022 09-10 Sac RT 2		
004029 GRAYMEDIAGROUPINC	2700167-1	0	2023	4	INV P	1,964.00	102822AF	903100080	2022 09-10 Bay RT 2		
						3,928.00					
004755 JESSICAROBINPEREZ	001	0	2023	4	INV P	400.00	102822AF	903100094	Nevada Day 2022		
ACCOUNT TOTAL						13,328.00					
ORG 7407201 TOTAL						66,439.79					
7407205				CCTA - EVENTS & SALES							
7407205 500340				CONTRACT EMPLOYEES							
002487 KATHARINEJCOX	9010	0	2023	4	INV P	60.00	102122AF	903099953	202209 Design Servi		
002746 BRIANLONDON	266	0	2023	4	INV P	2,475.00	101422AF	903099751	Events & Tourism St		
ACCOUNT TOTAL						2,535.00					
7407205 500444				OFFICE EQUIPMENT	RENTAL						
001669 RAYMORGANCOMPANY	3876240	0	2023	4	INV P	217.36	101422AF	903099838	C710 Maint Contract		
001669 RAYMORGANCOMPANY	3876241	0	2023	4	INV P	217.36	101422AF	903099838	C710 Maint Contract		
						434.72					
004698 GREATAMERICAFINANCIA	32497672	0	2023	4	INV P	440.43	101422AF	903099777	202209 Printer Leas		
ACCOUNT TOTAL						875.15					
ORG 7407205 TOTAL						3,410.15					
7407254				CTA - ARTS & CULTURE 1%							
7407254 500340				CONTRACT EMPLOYEES							
002487 KATHARINEJCOX	9010	0	2023	4	INV P	324.00	102122AF	903099953	202209 Design Servi		

# City of Carson City

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/4 TO 2023/4	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
	002578 EASTPUBLICRELATIONS	MTD-10-2022	0	2023 4 INV P	2,337.50 102822AF 903100065	Planning Mark Twain
				ACCOUNT TOTAL	2,661.50	
	7407254 500542			PRINTING/ADVERTISING		
	003223 THELAMARCOMPANIES	3760471	0	2023 4 INV P	9,000.00 110422AF 903100390	Airport Concourse A
				ACCOUNT TOTAL	9,000.00	
				ORG 7407254 TOTAL	11,661.50	
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:					82,601.24	

\*\* 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
<del>7246</del>	<del>*****7554</del>	<del>David Peterson</del>	<del>7200</del>	<del>102022</del>	<del>Converted</del>	<del>2023/03</del>	<del>119.85</del>
<del>GL Effective Date: 09/12/2022</del>		<del>Invoice Date: 09/12/2022</del>					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
53397	NV LEG GIFT SHOP - TRAVEL NV	NEVADA LEGISLATIVE COUNSEL BUR	1940138965	09/09/2022	09/12/2022	09/19/2022	33.85
54052	HARVEYS TAHOE - LUKE COMBS A	P-CARD OTP VENDOR	1940139602	09/23/2022	09/26/2022	10/03/2022	86.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	86.00
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	33.85

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
7253	*****4100	LINDA MACAULEY	7200	102022	Converted	2023/03	205.95
GL Effective Date: 09/12/2022		Invoice Date: 09/12/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
53447	SHOE TREE BREWING - GIFT CAR	P-CARD OTP VENDOR	1940139009	09/16/2022	09/19/2022	09/26/2022	100.00
53448	SMITHS - GIFT CARD FOR LONEL	P-CARD OTP VENDOR	1940139010	09/22/2022	09/23/2022	09/26/2022	105.95

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
<del>7407201</del>	<del>500542</del>	<del>PRINTING/ADVERTISING</del>		<del>Y-Apprv</del>	<del>N</del>	<del>205.95</del>

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
7320	*****8237	DEBRA SOULE	7200	112022	Released	2023/04	1,749.23
GL Effective Date: 10/10/2022		Invoice Date: 10/10/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
54270	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		10/03/2022	10/05/2022	10/10/2022	12.28
54495	AMAZON - LIGHTBULBS	AMAZON.COM SERVICES.INC.		10/09/2022	10/10/2022	10/17/2022	13.99
54496	FISH - MARK TWAIN DAYS ROCKI	P-CARD OTP VENDOR		10/13/2022	10/14/2022	10/17/2022	25.00
54823	FISH - MARK TWAIN DAYS ROCKI	P-CARD OTP VENDOR		10/15/2022	10/17/2022	10/24/2022	35.00
54824	AMAZON - MEETING OWL 3 FOR C	AMAZON.COM SERVICES.INC.		10/16/2022	10/17/2022	10/24/2022	1054.99
54825	AMAZON - TV STAND FOR CONFER	AMAZON.COM SERVICES.INC.		10/17/2022	10/18/2022	10/24/2022	300.23
54826	AMAZON - FLOOR LAMP	AMAZON.COM SERVICES.INC.		10/18/2022	10/19/2022	10/24/2022	45.99
55143	THE FEDERAL HOTEL - HOST Mca	P-CARD OTP VENDOR		10/22/2022	10/24/2022	10/31/2022	161.10
55144	AMAZON - FLOOR LAMP RETURNED	AMAZON.COM SERVICES.INC.		10/25/2022	10/26/2022	10/31/2022	-45.99
55498	AMAZON - FLOOR LAMP	AMAZON.COM SERVICES.INC.		10/30/2022	10/31/2022	11/07/2022	49.80
55499	OFFICE DEPOT - RNO AIRPORT S	OFFICE DEPOT INC		11/01/2022	11/03/2022	11/07/2022	96.84

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500674	SMALL TOOLS/ EQUIPMENT		Y-Apprv	N	1054.99
7407200	500675	SMALL FURNISHINGS		Y-Apprv	N	300.23
7407254	500601	OFFICE SUPPLIES		Y-Apprv	N	109.12
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	109.78
7407254	500625	OPERATING SUPPLIES	P720023001 OTHER	Y-Apprv	Y-Apprv	221.10
7407254	500625	OPERATING SUPPLIES		N	N	-45.99

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
7357	*****6540	STUART WEXLER	7200	112022	Approved	2023/04	3,245.00
GL Effective Date: 10/10/2022		Invoice Date: 10/10/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
54375	TRUKEE MEADOWS PARKS - 2022	P-CARD OTP VENDOR		10/04/2022	10/05/2022	10/10/2022	250.00
54376	GO WEST SUMMIT- 2023	GO WEST P-CARD OTP VENDOR		10/05/2022	10/06/2022	10/10/2022	2995.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500540	PUBLICITY/SPECIAL EVENTS		Y-Apprv	N	250.00
7407205	500543	ADVERTISING/MARKETING		Y-Apprv	N	2995.00

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
7392	*****8725	CHRISTINE KIPP	7200	112022	Approved	2023/04	1,227.56
GL Effective Date: 10/10/2022		Invoice Date: 10/10/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
54533	VERIZON - 09/20/22-10/19/22	P-CARD OTP VENDOR		10/10/2022	10/10/2022	10/17/2022	344.86
54890	ADT SECURITY - 10/18/22-11/1	P-CARD OTP VENDOR		10/18/2022	10/19/2022	10/24/2022	56.24
55187	ADOBE 10/20/22-11/19/22	CREA P-CARD OTP VENDOR		10/21/2022	10/24/2022	10/31/2022	305.94
55188	KELLY SPICERS - PAPER	P-CARD OTP VENDOR		10/27/2022	10/27/2022	10/31/2022	520.52

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	164.80
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	101.98
7407200	500710	TELEPHONE		Y-Apprv	N	234.59
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	169.98
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	372.71
7407211	500625	OPERATING SUPPLIES		Y-Apprv	N	56.24
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	127.26

**City of Carson City  
PURCHASE CARD STATEMENTS**

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
7406	*****5118	David Peterson	7200	112022	Released	2023/04	12,127.08
GL Effective Date: 10/10/2022		Invoice Date: 10/10/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
54620	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		10/08/2022	10/10/2022	10/17/2022	900.00
54621	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		10/09/2022	10/10/2022	10/17/2022	39.51
54974	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		10/19/2022	10/20/2022	10/24/2022	5000.00
54975	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		10/20/2022	10/21/2022	10/24/2022	900.00
55292	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		10/23/2022	10/24/2022	10/31/2022	900.00
55624	TIKTOK - AD CAMPAIGNS	P-CARD OTP VENDOR		10/28/2022	10/31/2022	11/07/2022	250.00
55625	TIKTOK - AD CAMPAIGNS	P-CARD OTP VENDOR		10/29/2022	10/31/2022	11/07/2022	250.00
55626	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		10/31/2022	10/31/2022	11/07/2022	900.00
55627	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		11/01/2022	11/02/2022	11/07/2022	2987.57

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	11318.65
7407254	500542	PRINTING/ADVERTISING		Y-Apprv	N	208.13
7407254	500542	PRINTING/ADVERTISING	P720023001 OTHER	Y-Apprv	Y-Apprv	600.30

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
7448	*****1023	LYDIA BECK	7200	112022	Approved	2023/04	3,265.11
GL Effective Date: 10/10/2022		Invoice Date: 10/10/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
55019	SPORT AVIATION - HANG GLIDIN	P-CARD OTP VENDOR		10/19/2022	10/20/2022	10/24/2022	396.00
55327	BHN GIFTCARDS.COM - INFLUENC	P-CARD OTP VENDOR		10/21/2022	10/24/2022	10/31/2022	207.94
55328	MAIL CHIMP - Standard plan 1	P-CARD OTP VENDOR		10/24/2022	10/24/2022	10/31/2022	189.00
55329	LOWES- INFLUENCER GIFT CARDS	P-CARD OTP VENDOR		10/24/2022	10/25/2022	10/31/2022	413.90
55330	STAYBRIDGE SUITES- INFLUENCE	P-CARD OTP VENDOR		10/24/2022	10/26/2022	10/31/2022	98.00
55331	STAYBRIDGE SUITES- INFLUENCE	P-CARD OTP VENDOR		10/24/2022	10/26/2022	10/31/2022	98.00
55332	BREWERY ARTS CENTER - CHOCOL	P-CARD OTP VENDOR		10/26/2022	10/27/2022	10/31/2022	45.00
55333	STAYBRIDGE SUITES- INFLUENCE	P-CARD OTP VENDOR		10/25/2022	10/27/2022	10/31/2022	-196.00
55334	AMAZON - Monitors for Multim	AMAZON.COM SERVICES.INC.		10/27/2022	10/28/2022	10/31/2022	939.98
55672	GREAT BASIN - NV DAY WEEKEND	THE UNION - CARSO LLC		10/28/2022	10/31/2022	11/07/2022	51.00
55673	AMAZON - MULTIMEDIA SPEAKERS	AMAZON.COM SERVICES.INC.		10/30/2022	10/31/2022	11/07/2022	149.00
55674	THE FEDERAL - NV DAY INFLUEN	P-CARD OTP VENDOR		10/29/2022	10/31/2022	11/07/2022	350.55
55675	SQUEEZE IN - NV DAY WEEKEND	P-CARD OTP VENDOR		10/29/2022	10/31/2022	11/07/2022	106.72
55676	THE FEDERAL - NV DAY INFLUEN	P-CARD OTP VENDOR		10/29/2022	10/31/2022	11/07/2022	350.55
55677	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		11/01/2022	11/02/2022	11/07/2022	64.95
55678	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		11/02/2022	11/02/2022	11/07/2022	0.52

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	701.10
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	2760.01
7407201	500625	OPERATING SUPPLIES		N	N	-196.00

**City of Carson City  
PURCHASE CARD STATEMENTS**

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
7449	*****3550	ZACHARY BRAGDON	7200	112022	Approved	2023/04	154.94
GL Effective Date: 10/10/2022		Invoice Date: 10/10/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
55080	WALMART - GIFT CARD FOR INFL	P-CARD OTP VENDOR		10/19/2022	10/20/2022	10/24/2022	154.94

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	154.94

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
7452	*****7554	David Peterson	7200	112022	Approved	2023/04	907.48
GL Effective Date: 10/10/2022		Invoice Date: 10/10/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
55084	GREAT BASIN - TRAVEL NV MEET THE UNION - CARSO LLC			10/19/2022	10/21/2022	10/24/2022	58.50
55415	CITYSD PARKING - 2022 AITC P	P-CARD OTP VENDOR		10/24/2022	10/25/2022	10/31/2022	2.50
55416	VALLEY CENTER FOOD - 2022 AI	P-CARD OTP VENDOR		10/24/2022	10/25/2022	10/31/2022	15.73
55417	BLUE WATER SEAFOOD - 2022 AI	P-CARD OTP VENDOR		10/25/2022	10/26/2022	10/31/2022	75.37
55696	HARRAH'S RESORT - 2022 AITC	P-CARD OTP VENDOR		10/28/2022	10/31/2022	11/07/2022	660.84
55697	RNO AIRPORT - 2022 AITC PARK	P-CARD OTP VENDOR		10/28/2022	10/31/2022	11/07/2022	76.00
55698	EL INDIO - 2022 AITC MEAL	P-CARD OTP VENDOR		10/28/2022	10/31/2022	11/07/2022	18.54

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500580	TRAVEL		Y-Apprv	N	848.98
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	58.50

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
<del>7509</del>	<del>*****4100</del>	<del>LINDA MACAULEY</del>	<del>7200</del>	<del>122022</del>	<del>New</del>	<del>2023/05</del>	<del>466.22</del>
<del>GL Effective Date: 11/14/2022</del>		<del>Invoice Date: 11/14/2022</del>					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
<del>55746</del>	<del>OFFICE DEPOT #973 - Purchase</del>	<del>OFFICE DEPOT INC</del>		<del>11/03/2022</del>	<del>11/07/2022</del>	<del>11/14/2022</del>	<del>21.29</del>
<del>55747</del>	<del>OFFICE DEPOT #973 - Purchase</del>	<del>OFFICE DEPOT INC</del>		<del>11/03/2022</del>	<del>11/07/2022</del>	<del>11/14/2022</del>	<del>20.99</del>
<del>56385</del>	<del>OFFICE DEPOT 1135 - Purchas</del>	<del>P-CARD OTP VENDOR</del>		<del>11/23/2022</del>	<del>11/25/2022</del>	<del>11/28/2022</del>	<del>8.89</del>
<del>56386</del>	<del>OFFICE DEPOT 1135 - Purchas</del>	<del>P-CARD OTP VENDOR</del>		<del>11/22/2022</del>	<del>11/25/2022</del>	<del>11/28/2022</del>	<del>415.05</del>

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
<del>999</del>	<del>227500</del>	<del>P-CARD CLEARING</del>		<del>N</del>	<del>N</del>	<del>466.22</del>