

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

**Date Submitted:** 03/08/23

**Agenda Date Requested:** 03/13/23

**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 January 2023.

**Staff Summary:** The CTA Board will review the invoice listing for accounts payable checks totaling \$49,919.44 and P-card charges totaling \$18,040.32 in January 2023, 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 January 2023.

**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 January 2023.

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

# City of Carson City

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/7 TO 2023/7											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION			
7407200								CTA - EXECUTIVE			
740-98-72-7200-000-500444-001669 RAYMORGANCOMPANY	3960126	0	2023 7	INV	P	108.68	012023AF 903101932	12/23/22-01/22/23 M			
004698 GREATAMERICAFINANCIA	33123179	0	2023 7	INV	P	291.20	012023AF 903101865	202212 Printer Leas			
						399.88		ACCOUNT TOTAL			
740-98-72-7200-000-500710-000071 ALLSTREAM	7200	0	2023 7	INV	P	24.96	012023AF 903101818	TELEPHONE			
						24.96		ACCOUNT TOTAL			
						424.84		ORG 7407200 TOTAL			
7407201								CTA - MARKETING			
740-98-72-7201-000-500349-001050 KPS3	49996	0	2023 7	INV	P	23,557.81	012723AF 903102032	202212 Creative Con			
001050 KPS3	50004	0	2023 7	INV	P	1,261.50	012723AF 903102032	202212 WEB/CRM-A&C			
						24,819.31		ACCOUNT TOTAL			
						24,819.31		ACCOUNT TOTAL			
740-98-72-7201-000-500444-001669 RAYMORGANCOMPANY	3960126	0	2023 7	INV	P	108.68	012023AF 903101932	12/23/22-01/22/23 M			
004698 GREATAMERICAFINANCIA	33123179	0	2023 7	INV	P	224.37	012023AF 903101865	202212 Printer Leas			
						333.05		ACCOUNT TOTAL			
740-98-72-7201-000-500625-000831 GREENHOUSEPROJECT	2023GreenhouseFlower	0	2023 7	INV	P	225.00	012023AF 903101866	2023 Greenhouse Flo			
999913 Lydia Beck	BECK0123	0	2023 7	INV	P	244.20	012023AF 903101899	2023 Trespasser Pho			
999913 Zach Bragdon	BRAGDON0123	0	2023 7	INV	P	120.75	012023AF 903101904	Reimburse Photo Sho			
						364.95		ACCOUNT TOTAL			
						589.95		ACCOUNT TOTAL			
						25,742.31		ORG 7407201 TOTAL			
7407205								CCTA - EVENTS & SALES			
740-98-72-7205-000-500349-004928 DATAFYLLC	3140	0	2023 7	INV	P	7,941.00	011323AF 903101696	01/01/23-06/30/23 P			
						7,941.00		ACCOUNT TOTAL			
740-98-72-7205-000-500444-001669 RAYMORGANCOMPANY	3960126	0	2023 7	INV	P	217.36	012023AF 903101932	12/23/22-01/22/23 M			

# City of Carson City

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/7 TO 2023/7	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
	004698 GREATAMERICAFINANCIA	33123179	0	2023 7	INV	P	315.43 012023AF	903101865	202212 Printer Leas
							ACCOUNT TOTAL		532.79
							ORG 7407205 TOTAL		8,473.79
7407254									CTA - ARTS & CULTURE 1%
740-98-72-7254-000-500349-									CONTRACTUAL SERVICES
001050 KPS3		50004	0	2023 7	INV	P	850.00 012723AF	903102032	202212 WEB/CRM-A&C
002578 EASTPUBLICRELATIONS		MTD-1-2023	0	2023 7	INV	P	1,487.50 012023AF	903101854	202212 Mark Twain D
004928 DATAFYLLC		3140	0	2023 7	INV	P	7,941.00 011323AF	903101696	01/01/23-06/30/23 P
005048 JAMIEVINCEK		01	0	2023 7	INV	P	5,000.00 020323AF	903102189	CTA-MA-23-01 Mark T
							ACCOUNT TOTAL		15,278.50
							ORG 7407254 TOTAL		15,278.50
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:									49,919.44

\*\* 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>7847</del>	<del>*****3550</del>	<del>ZACHARY BRAGDON</del>	<del>7200</del>	<del>012023</del>	<del>Released</del>	<del>2023/06</del>	<del>22.00</del>

GL Effective Date: 12/12/2022 Invoice Date: 12/12/2022

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
57852	STARBUCKS - VCC Fall/Winter	P-CARD OTP VENDOR		12/16/2022	12/19/2022	12/27/2022	22.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
<del>7407201</del>	<del>500625</del>	<del>OPERATING SUPPLIES</del>		<del>Y-Apprv</del>	<del>N</del>	<del>22.00</del>

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
7909	*****1023	LYDIA BECK	7200	022023	New	2023/07	1,710.36

GL Effective Date: 01/09/2023 Invoice Date: 01/09/2023

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
58072	DELTA - DMA WEST TECH SUMMIT	P-CARD OTP VENDOR		01/05/2023	01/06/2023	01/09/2023	537.80
58073	LA BAKERY - DEPT OF OUTDOOR	P-CARD OTP VENDOR		01/05/2023	01/06/2023	01/09/2023	33.87
58624	CC CHAMBER- SOUPS ON - 2023	CARSON CITY CHAMBER OF COMMERC		01/11/2023	01/12/2023	01/17/2023	25.00
58894	CC CHAMBER- SOUPS ON - Expla	CARSON CITY CHAMBER OF COMMERC		01/16/2023	01/17/2023	01/23/2023	23.00
59171	WACVB - DMA WEST TECH SUMMIT	P-CARD OTP VENDOR		01/23/2023	01/24/2023	01/31/2023	400.00
59172	MAIL CHIMP - Standard plan 1	P-CARD OTP VENDOR		01/24/2023	01/25/2023	01/31/2023	220.00
59512	TRAVEL NV - 2023 RURAL ROUND	LAKE'S CROSSING CENTER		01/30/2023	01/31/2023	02/06/2023	65.00
59513	SW AIRLINES - 2023 RURAL ROU	SOUTHWEST AIRLINES CO.		01/30/2023	02/01/2023	02/06/2023	272.97
59514	BANK SALOON - HOST SHELBY BU	P-CARD OTP VENDOR		01/31/2023	02/01/2023	02/06/2023	42.25
59515	EVENTBRITE - ADVERTISING THR	P-CARD OTP VENDOR		01/31/2023	02/01/2023	02/06/2023	25.00
59516	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		02/01/2023	02/02/2023	02/06/2023	64.95
59517	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		02/02/2023	02/02/2023	02/06/2023	0.52

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	33.87
7407201	500330	TRAINING		Y-Apprv	N	1300.77
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	375.72

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
7953	*****4100	LINDA MACAULEY	7200	022023	New	2023/07	733.22
GL Effective Date: 01/09/2023		Invoice Date: 01/09/2023					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
58399	WALMART - LIGHT BULBS, MISC	P-CARD OTP VENDOR		01/07/2023	01/09/2023	01/17/2023	14.98
58967	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		01/20/2023	01/23/2023	01/31/2023	56.78
58968	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		01/20/2023	01/23/2023	01/31/2023	88.47
58969	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		01/20/2023	01/23/2023	01/31/2023	56.78
58970	OFFICE DEPOT - OFFICE SUPPLI	P-CARD OTP VENDOR		01/20/2023	01/23/2023	01/31/2023	158.64
58971	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		01/20/2023	01/23/2023	01/31/2023	88.47
58972	OFFICE DEPOT - OFFICE SUPPLI	P-CARD OTP VENDOR		01/23/2023	01/25/2023	01/31/2023	158.64
58973	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		01/24/2023	01/26/2023	01/31/2023	110.46

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	718.24
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	14.98

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
7961	*****8237	DEBRA SOULE	7200	022023	New	2023/07	54.04
GL Effective Date: 01/09/2023		Invoice Date: 01/09/2023					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
58434	OFFICE DEPOT - PLANNER	OFFICE DEPOT INC		01/09/2023	01/11/2023	01/17/2023	29.04
58435	CC CHAMBER- 2023 STATE OF TH	CARSON CITY CHAMBER OF COMMERC		01/11/2023	01/12/2023	01/17/2023	25.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407254	500601	OFFICE SUPPLIES		Y-Apprv	N	26.99
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	27.05

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
7964	*****8725	CHRISTINE KIPP	7200	022023	New	2023/07	836.48
GL Effective Date: 01/09/2023		Invoice Date: 01/09/2023					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
58473	VERIZON - 12/20/22-01/19/23	P-CARD OTP VENDOR		01/10/2023	01/10/2023	01/17/2023	344.30
58783	ADT SECURITY - 01/18/23-02/1	P-CARD OTP VENDOR		01/18/2023	01/19/2023	01/23/2023	56.24
58784	RTT 20230111 - MEETING LUNCH	P-CARD OTP VENDOR		01/18/2023	01/19/2023	01/23/2023	130.00
59030	ADOBE 01/20/23-02/19/23	CREA P-CARD OTP VENDOR		01/21/2023	01/23/2023	01/31/2023	305.94

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	127.98
7407200	500710	TELEPHONE		Y-Apprv	N	234.17
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	221.98
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	42.99
7407211	500625	OPERATING SUPPLIES		Y-Apprv	N	56.24
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	153.12

### City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
7977	*****5118	David Peterson	7200	022023	New	2023/07	9,483.47

GL Effective Date: 01/09/2023 Invoice Date: 01/09/2023

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
58546	THE EVENTS CALENDAR - PRO PL	P-CARD OTP VENDOR		01/07/2023	01/09/2023	01/17/2023	99.00
58547	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		01/09/2023	01/09/2023	01/17/2023	441.26
58853	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		01/19/2023	01/20/2023	01/23/2023	900.00
59114	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		01/20/2023	01/23/2023	01/31/2023	5000.00
59442	PINTEREST - AD CAMPAIGNS	P-CARD OTP VENDOR		02/01/2023	02/01/2023	02/06/2023	43.84
59443	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		02/01/2023	02/02/2023	02/06/2023	2999.37

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	9181.08
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	99.00
7407254	500542	PRINTING/ADVERTISING	P720023001 OTHER	Y-Apprv	Y-Apprv	203.39

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
7980	*****6540	STUART WEXLER	7200	022023	New	2023/07	339.84

GL Effective Date: 01/09/2023 Invoice Date: 01/09/2023

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
58569	CC CHAMBER- 2023 STATE OF TH CARSON CITY CHAMBER OF COMMERC			01/11/2023	01/12/2023	01/17/2023	25.00
59460	SW AIRLINES - 2023 RURAL ROU SOUTHWEST AIRLINES CO.			01/30/2023	02/01/2023	02/06/2023	272.97
59461	OFFICE DEPOT - OFFICE SUPPLI OFFICE DEPOT INC			01/30/2023	02/01/2023	02/06/2023	41.87

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	41.87
7407205	500330	TRAINING		Y-Apprv	N	272.97
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	25.00

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
8026	*****7554	David Peterson	7200	022023	New	2023/07	4,544.94

GL Effective Date: 01/09/2023 Invoice Date: 01/09/2023

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
58936	USPS - CERTIFIED MAILINGS	P-CARD OTP VENDOR		01/19/2023	01/20/2023	01/23/2023	15.94
59217	LONDON TOURISM PUBLICATIONS	P-CARD OTP VENDOR		01/24/2023	01/25/2023	01/31/2023	1904.00
59218	US TRAVEL - MEMBERSHIP DUES	P-CARD OTP VENDOR		01/25/2023	01/27/2023	01/31/2023	2625.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500545	MEMBERSHIP / PUBLICATIONS		Y-Apprv	N	4529.00
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	15.94

CCCTA BOARD MEMBER APPROVAL

### City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
8080	*****3550	ZACHARY BRAGDON	7200	022023	New	2023/07	337.97
GL Effective Date: 01/09/2023		Invoice Date: 01/09/2023					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
59564	TRAVEL NV - 2023 RURAL ROUND LAKE'S CROSSING CENTER			02/01/2023	02/02/2023	02/06/2023	65.00
59565	SW AIRLINES - 2023 RURAL ROU SOUTHWEST AIRLINES CO.			02/01/2023	02/03/2023	02/06/2023	272.97

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500330	TRAINING		Y-Apprv	N	337.97

<del>8094</del>	<del>*****4100</del>	<del>LINDA MACAULEY</del>	<del>7200</del>	<del>032023</del>	<del>New</del>	<del>2023/08</del>	<del>281.41</del>
<del>GL Effective Date: 02/14/2023</del>		<del>Invoice Date: 02/14/2023</del>					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
59646	OFFICE DEPOT #973 - Purchase	OFFICE DEPOT INC		02/04/2023	02/06/2023	02/14/2023	22.48
59647	OFFICE DEPOT #973 - Credit	OFFICE DEPOT INC		02/07/2023	02/10/2023	02/14/2023	-158.64
59648	OFFICE DEPOT #973 - Credit	OFFICE DEPOT INC		02/07/2023	02/10/2023	02/14/2023	-88.47
59649	OFFICE DEPOT #973 - Credit	OFFICE DEPOT INC		02/07/2023	02/10/2023	02/14/2023	-56.78

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
999	227500	P-CARD CLEARING		N	N	-281.41

8110	*****8237	DEBRA SOULE	7200	032023	New	2023/08	34.99
GL Effective Date: 02/14/2023		Invoice Date: 02/14/2023					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
59686	AMZN MKTP US H96RI9U21 - Pur	P-CARD OTP VENDOR		02/11/2023	02/13/2023	02/14/2023	34.99

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
999	227500	P-CARD CLEARING		N	N	34.99

8120	*****8725	CHRISTINE KIPP	7200	032023	New	2023/08	424.06
GL Effective Date: 02/14/2023		Invoice Date: 02/14/2023					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
59746	SQ RENO TAHOE TERRITO - Pur	P-CARD OTP VENDOR		02/09/2023	02/10/2023	02/14/2023	78.00
59747	VZWLSS APOCC VISB - Purchas	P-CARD OTP VENDOR		02/10/2023	02/10/2023	02/14/2023	346.06

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>424.06</del>

CCCTA BOARD MEMBER APPROVAL