

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

Date Submitted: 03/04/25

Agenda Date Requested: 03/10/25

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 and p-card charges for January 2025.

Staff Summary: *The CTA Board will review the invoice listing for accounts payable checks totaling \$50,935.97 and P-card charges totaling \$30,442.11 for January 2025, for possible approval.*

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 January 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 January 2025.

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/7 TO 2025/7											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION			
7407200								CTA - EXECUTIVE			
7407200	500330							TRAINING			
006826	PONYEXPRESSTERRITORY	RRU25-04	0	2025	7	INV	P	1,000.00	020725KH	903119902	2025 RURAL ROUNDUP
								ACCOUNT TOTAL			1,000.00
7407200	500440							BUILDING RENTAL			
000360	CARSONCITY SQUARELLC	2595	0	2025	7	INV	P	4,112.10	011025KH	903119191	202501 Rent & SWG
000360	CARSONCITY SQUARELLC	2603	0	2025	7	INV	P	4,112.10	020725KH	903119837	202502 Rent & SWG
											8,224.20
								ACCOUNT TOTAL			8,224.20
7407200	500444							OFFICE EQUIPMENT RENTAL			
001669	UBEOWESTLLC	4769506	0	2025	7	INV	P	108.68	013125KH	903119807	01/23/25-02/22/25 M
004698	GREATAMERICAFINANCIA	38246364	0	2025	7	INV	P	166.20	011725KH	903119360	12/23/24-01/22/25 P
004698	GREATAMERICAFINANCIA	38402923	0	2025	7	INV	P	166.20	020725KH	903119859	01/23/25-02/22/25 P
											332.40
006635	THEPITNEYBOWESBANKIN	PITNEYBOWES121624	0	2025	7	INV	P	9.98	011025KH	903119267	Finance Charges
								ACCOUNT TOTAL			451.06
7407200	500625							OPERATING SUPPLIES			
000425	CHARTERCOMMUNICATION	230475701010125	0	2025	7	INV	P	109.99	012425KH	903119527	Internet 01/10/25-0
000724	FIRSTCHOICESERVICES	RE-111728	0	2025	7	INV	P	54.00	011725KH	903119351	202501 Rental
								ACCOUNT TOTAL			163.99
7407200	500712							POWER			
001458	NVENERGY	67482002802337-12/24	0	2025	7	INV	P	220.20	011725KH	903119423	11/27/24-12/31/24
								ACCOUNT TOTAL			220.20
7407200	500713							HEATING			
000360	CARSONCITY SQUARELLC	2595	0	2025	7	INV	P	66.50	011025KH	903119191	202501 Rent & SWG
000360	CARSONCITY SQUARELLC	2603	0	2025	7	INV	P	81.46	020725KH	903119837	202502 Rent & SWG
											147.96
								ACCOUNT TOTAL			147.96
7407200	502512							3/8% NCOT			
001342	NEVADADEPARTMENTOFTA	202410NVTAX-REV	0	2025	7	INV	P	18.52	013125KH	903119736	202410NCOT 3/8% Rev
001342	NEVADADEPARTMENTOFTA	202411NVTAX	0	2025	7	INV	P	8,063.68	013125KH	903119736	202411 NCOT 3/8%
											8,082.20

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/7 TO 2025/7											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION			
								ACCOUNT TOTAL	8,082.20		
								ORG 7407200 TOTAL	18,289.61		
7407201								CTA - MARKETING			
7407201	500340							CONTRACT EMPLOYEES			
005182	MODERNLUXURYGLOCALLY	3422	0	2025	7	INV	P	6,500.00	011725KH	903119405	Dec. 2024 Influence
								ACCOUNT TOTAL	6,500.00		
7407201	500349							CONTRACTUAL SERVICES			
001050	KPS3	00002703	0	2025	7	INV	P	20,282.72	012425KH	903119560	202412 Creative Con
								ACCOUNT TOTAL	20,282.72		
7407201	500444							OFFICE EQUIPMENT RENTAL			
001669	UBEOWESTLLC	4769506	0	2025	7	INV	P	108.68	013125KH	903119807	01/23/25-02/22/25 M
004698	GREATAMERICAFINANCIA	38246364	0	2025	7	INV	P	224.37	011725KH	903119360	12/23/24-01/22/25 P
004698	GREATAMERICAFINANCIA	38402923	0	2025	7	INV	P	224.37	020725KH	903119859	01/23/25-02/22/25 P
								448.74			
								ACCOUNT TOTAL	557.42		
7407201	500542							PRINTING/ADVERTISING			
004129	JOSEPHAMATO	0167	0	2025	7	INV	P	395.00	020725KH	903119860	FEATURED LISTING 20
								ACCOUNT TOTAL	395.00		
								ORG 7407201 TOTAL	27,735.14		
7407205								CCTA - EVENTS & SALES			
7407205	500444							OFFICE EQUIPMENT RENTAL			
001669	UBEOWESTLLC	4769506	0	2025	7	INV	P	217.36	013125KH	903119807	01/23/25-02/22/25 M
004401	PUREPROMOTIONSINC	21944	0	2025	7	INV	P	996.00	020725KH	903119907	COWBELLS W/VCC SPOR
004401	PUREPROMOTIONSINC	21945	0	2025	7	INV	P	1,421.00	020725KH	903119907	MICROFIBER TOWELS
								2,417.00			
004698	GREATAMERICAFINANCIA	38246364	0	2025	7	INV	P	440.43	011725KH	903119360	12/23/24-01/22/25 P
004698	GREATAMERICAFINANCIA	38402923	0	2025	7	INV	P	440.43	020725KH	903119859	01/23/25-02/22/25 P
								880.86			
								ACCOUNT TOTAL	3,515.22		
								ORG 7407205 TOTAL	3,515.22		

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/7 TO 2025/7									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
7407254									
7407254	500540								
001388	NEVADASTATEMUSEUM	NSM-25-004	0	2025	7 INV P			1,000.00	013125KH 903119741 Lunar New Year 2025
								1,000.00	ACCOUNT TOTAL
7407254	500542								
000250	BOARDOFREGENTS	135528	0	2025	7 INV P			396.00	012425KH 903119517 12/01/24-12/31/24 R
								396.00	ACCOUNT TOTAL
								1,396.00	ORG 7407254 TOTAL
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:								50,935.97	

** 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
12529	*****1760	ERIC BROOKS	7200	022025	New	2025/07	701.04
GL Effective Date: 01/13/2025		Invoice Date: 01/13/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
91635	NV TOURISM - 2025 RURAL ROUN	STATE OF NEVADA		01/09/2025	01/10/2025	01/13/2025	100.00
91962	GREAT BASIN - 2025 STRATEGY	THE UNION - CARSO LLC		01/16/2025	01/20/2025	01/22/2025	42.00
91963	SCOTT SHADY COURT MOTEL - WI	P-CARD OTP VENDOR		01/20/2025	01/21/2025	01/22/2025	170.00
92364	RED'S - STRATEGY FOR 2025 ME	P-CARD OTP VENDOR		01/22/2025	01/24/2025	01/27/2025	52.95
92533	DUNCAN LITTLE CREEK - OUTSID	P-CARD OTP VENDOR		02/01/2025	02/03/2025	02/04/2025	112.50
92534	PIZZA BARN - COWBOY POETRY	P-CARD OTP VENDOR		02/01/2025	02/03/2025	02/04/2025	16.79
92535	WESTERN FOLKLIFE CENTER - C	P-CARD OTP VENDOR		01/31/2025	02/03/2025	02/04/2025	40.00
92536	LUCIANO'S - COWBOY POETRY M	P-CARD OTP VENDOR		01/31/2025	02/03/2025	02/04/2025	21.60
92537	LUCIANO'S - COWBOY POETRY M	P-CARD OTP VENDOR		02/01/2025	02/03/2025	02/04/2025	25.20
92538	DUNCAN LITTLE CREEK - COWBO	P-CARD OTP VENDOR		01/31/2025	02/03/2025	02/04/2025	120.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407254	500330	TRAINING		Y-Apprv	N	100.00
7407254	500580	TRAVEL		Y-Apprv	N	506.09
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	94.95

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12560	*****8725	CHRISTINE KIPP	7200	022025	Released	2025/07	1,142.41
GL Effective Date: 01/13/2025		Invoice Date: 01/13/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
91714	STATE OF THE CITY ADDRESS 02	CARSON CITY CHAMBER OF COMMERC		01/08/2025	01/09/2025	01/13/2025	266.00
91715	VERIZON - 10/20/24-11/19/25	P-CARD OTP VENDOR		01/10/2025	01/10/2025	01/13/2025	374.83
91716	CLOUDWAYS - 2024 DEC WEBSITE	P-CARD OTP VENDOR		01/09/2025	01/10/2025	01/13/2025	74.67
92080	ADOBE 01/20/25-02/19/25 CREA	P-CARD OTP VENDOR		01/20/2025	01/21/2025	01/22/2025	341.94
92633	AMAZON - LOCKING DOOR HANDLE	P-CARD OTP VENDOR		01/28/2025	01/28/2025	02/04/2025	49.99
92634	AMAZON - DOOR CHIME	P-CARD OTP VENDOR		01/28/2025	01/29/2025	02/04/2025	34.98

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	331.95
7407200	500710	TELEPHONE		Y-Apprv	N	307.64
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	321.15
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	57.24
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	57.24
7407254	500710	TELEPHONE		Y-Apprv	N	67.19

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
12593	*****5118	David Peterson	7200	022025	Released	2025/07	24,672.56
GL Effective Date: 01/13/2025		Invoice Date: 01/13/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
91796	GOOGLE - MEDIA BUYS 01/04/25	XXVI HOLDINGS INC.		01/04/2025	01/06/2025	01/13/2025	500.00
91797	GOOGLE - MEDIA BUYS 01/04/25	XXVI HOLDINGS INC.		01/06/2025	01/07/2025	01/13/2025	500.00
91798	THE EVENTS CALENDAR - PRO PL	P-CARD OTP VENDOR		01/07/2025	01/07/2025	01/13/2025	149.00
91799	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		01/06/2025	01/07/2025	01/13/2025	2000.00
91800	GOOGLE - MEDIA BUYS 01/04/25	XXVI HOLDINGS INC.		01/07/2025	01/08/2025	01/13/2025	500.00
91801	STACKADAPT - DISPLAY ADS 01/	P-CARD OTP VENDOR		01/08/2025	01/09/2025	01/13/2025	1929.16
91802	GOOGLE - MEDIA BUYS 01/04/25	XXVI HOLDINGS INC.		01/09/2025	01/10/2025	01/13/2025	500.00
91803	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		01/09/2025	01/10/2025	01/13/2025	562.30
91804	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		01/09/2025	01/10/2025	01/13/2025	272.41
92183	GOOGLE - MEDIA BUYS 01/04/25	XXVI HOLDINGS INC.		01/12/2025	01/13/2025	01/22/2025	500.00
92184	GOOGLE - MEDIA BUYS 01/04/25	XXVI HOLDINGS INC.		01/11/2025	01/13/2025	01/22/2025	500.00
92185	STACKADAPT - DISPLAY ADS 01/	P-CARD OTP VENDOR		01/15/2025	01/16/2025	01/22/2025	1998.28
92186	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		01/16/2025	01/16/2025	01/22/2025	2000.00
92187	GOOGLE - MEDIA BUYS 01/04/25	XXVI HOLDINGS INC.		01/17/2025	01/20/2025	01/22/2025	1500.00
92451	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		01/22/2025	01/23/2025	01/27/2025	2000.00
92452	STACKADAPT - DISPLAY ADS 01/	P-CARD OTP VENDOR		01/22/2025	01/23/2025	01/27/2025	1942.86
92740	GOOGLE - MEDIA BUYS 01/04/25	XXVI HOLDINGS INC.		01/25/2025	01/27/2025	02/04/2025	1500.00
92741	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		01/28/2025	01/29/2025	02/04/2025	2000.00
92742	STACKADAPT - DISPLAY ADS 01/	P-CARD OTP VENDOR		01/29/2025	01/30/2025	02/04/2025	1943.86
92743	STACKADAPT - DISPLAY ADS 01/	P-CARD OTP VENDOR		02/01/2025	02/03/2025	02/04/2025	827.39
92744	GOOGLE - MEDIA BUYS 02/01/25	XXVI HOLDINGS INC.		02/01/2025	02/03/2025	02/04/2025	1047.30

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	24491.83
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	149.00
7407254	500542	PRINTING/ADVERTISING		Y-Apprv	N	31.73

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12598	*****6540	STUART WEXLER	7200	022025	Released	2025/07	1,151.99
GL Effective Date: 01/13/2025		Invoice Date: 01/13/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
91819	DELTA - 2025 ABA MARKETPLACE	P-CARD OTP VENDOR		01/07/2025	01/08/2025	01/13/2025	861.37
92205	NV TOURISM - 2025 RURAL ROUN	STATE OF NEVADA		01/10/2025	01/13/2025	01/22/2025	100.00
92206	AQUARIUS - RURAL ROUNDUP - L	P-CARD OTP VENDOR		01/11/2025	01/13/2025	01/22/2025	34.88
92754	OFFICE DEPOT - ABA MARKETPLA	OFFICE DEPOT INC		01/29/2025	01/31/2025	02/04/2025	21.68
92755	ALLIANZ TRAVEL - 2025 ABA MA	P-CARD OTP VENDOR		01/30/2025	01/31/2025	02/04/2025	99.06
92756	DELTA - 2025 ABA MARKETPLACE	P-CARD OTP VENDOR		01/31/2025	02/03/2025	02/04/2025	35.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500330	TRAINING		Y-Apprv	N	134.88
7407205	500543	ADVERTISING/MARKETING		Y-Apprv	N	1017.11

**City of Carson City
PURCHASE CARD STATEMENTS**

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12624	*****7554	David Peterson	7200	022025	Released	2025/07	1,503.90
GL Effective Date: 01/13/2025		Invoice Date: 01/13/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
91928	CEDAR GABLES INN - NAPA LIGH	P-CARD OTP VENDOR		01/06/2025	01/06/2025	01/13/2025	725.17
92336	GREAT BASIN - TRAVEL NV RESE	THE UNION - CARSO LLC		01/16/2025	01/20/2025	01/22/2025	61.00
92337	EMPRESS M - NAPA LIGHT ART F	P-CARD OTP VENDOR		01/19/2025	01/20/2025	01/22/2025	88.11
92338	HOG ISLAND OYSTER - NAPA LIG	P-CARD OTP VENDOR		01/18/2025	01/20/2025	01/22/2025	261.57
92339	GRACE'S TABLE - NAPA LIGHT A	P-CARD OTP VENDOR		01/18/2025	01/20/2025	01/22/2025	66.80
92340	CHEVRON - NAPA LIGHT ART FES	P-CARD OTP VENDOR		01/17/2025	01/20/2025	01/22/2025	53.49
92341	DON PERICO - NAPA LIGHT ART	P-CARD OTP VENDOR		01/19/2025	01/20/2025	01/22/2025	49.32
92342	BOUCHON BISTRO - NAPA LIGHT	P-CARD OTP VENDOR		01/19/2025	01/21/2025	01/22/2025	55.79
92949	LA BAKERY - 3D CULTURAL CORR	P-CARD OTP VENDOR		01/31/2025	02/03/2025	02/04/2025	39.65
93002	LAND OCEAN - MARK TWAIN DAY	P-CARD OTP VENDOR		02/04/2025	02/04/2025	02/10/2025	103.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500580	TRAVEL		Y-Apprv	N	1300.25
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	100.65
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	103.00

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12662	*****3550	ZACHARY BRAGDON	7200	022025	Released	2025/07	520.16
GL Effective Date: 01/13/2025		Invoice Date: 01/13/2025					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
92326	AQUARIUS - RURAL ROUNDUP -	P-CARD OTP VENDOR		01/14/2025	01/15/2025	01/22/2025	34.88
92929	WALMART - RT-25-01-007 SNACK	P-CARD OTP VENDOR		01/26/2025	01/27/2025	02/04/2025	50.97
92930	REDS - RT-25-01-007 PHOTO/VI	P-CARD OTP VENDOR		01/26/2025	01/28/2025	02/04/2025	176.31
92931	STAYBRIDGE - RT-25-01-007 PH	P-CARD OTP VENDOR		01/26/2025	01/28/2025	02/04/2025	129.00
92932	STAYBRIDGE - RT-25-01-007 PH	P-CARD OTP VENDOR		01/26/2025	01/28/2025	02/04/2025	129.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500330	TRAINING		Y-Apprv	N	34.88
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	485.28

**City of Carson City
PURCHASE CARD STATEMENTS**

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
12677	*****1023	LYDIA BECK	7200	022025	Released	2025/07	750.05

GL Effective Date: 01/13/2025 Invoice Date: 01/13/2025

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
92492	OLD WORLD COFFEE - AMERICAN	P-CARD OTP VENDOR		01/21/2025	01/22/2025	01/27/2025	8.90
92493	NV STATE MUSEUM - SWAG FOR M	STATE OF NEVADA		01/23/2025	01/24/2025	01/27/2025	221.00
92823	MAILCHIMP - 12/25/24-01/24/2	P-CARD OTP VENDOR		01/23/2025	01/27/2025	02/04/2025	230.00
92824	CANVA - NOTE CARDS	P-CARD OTP VENDOR		01/28/2025	01/29/2025	02/04/2025	147.11
92825	AQUARIUS - RURAL ROUNDUP - L	P-CARD OTP VENDOR		01/30/2025	01/31/2025	02/04/2025	34.88
92826	AMAZON - PACIFIC CREST TRAIL	AMAZON.COM SERVICES INC.		02/01/2025	02/03/2025	02/04/2025	18.55
92827	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		02/02/2025	02/03/2025	02/04/2025	64.95
92828	AMAZON - PACIFIC CREST TRAIL	AMAZON.COM SERVICES INC.		02/02/2025	02/03/2025	02/04/2025	24.14
92829	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		02/03/2025	02/03/2025	02/04/2025	0.52

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500330	TRAINING		Y-Apprv	N	34.88
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	715.17

CCCTA BOARD MEMBER APPROVAL

Report generated: 02/20/2025 10:43
User: CKipp
Program ID: appcstmt