Carson City Culture & Tourism Authority
Agenda Report

Date Submitted: 06/02/26

Agenda Date Requested: 06/08/26

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 $41,391.65, and p-card charges, totaling $23,507.41, for April 2026.

Background:

Type of Action Requested:

(____) Resolution (____) Ordinance
(_xx_) 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 April 2026.**

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 Apr 2026 (2026/10).

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/10 TO 2026/10

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
7407200			CTA - EXECUTIVE							
7407200	500440			BUILDING RENTAL						
000360	CARSONCITYSQUARELLC	2706	0	2026 10	INV	P	4,264.40	050826KH	911115985	202605 Rent & SWG
				ACCOUNT TOTAL			4,264.40			
7407200	500444			OFFICE EQUIPMENT RENTAL						
001669	UBEOWESTLLC	5239227	0	2026 10	INV	P	108.68	050826KH	911116061	04/23/25-05/22/25 P
004698	GREATAMERICAFINANCIA	41827432	0	2026 10	INV	P	166.20	050826KH	911116006	04/23/26 - 05/22/26
				ACCOUNT TOTAL			274.88			
7407200	500625			OPERATING SUPPLIES						
000425	CHARTERCOMMUNICATION	230475701040126	0	2026 10	INV	P	120.00	041726KH	911115412	Internet 4/01/2026
000724	FIRSTCHOICESERVICES	RE-1212197	0	2026 10	INV	P	56.70	041726KH	911115426	202604 Rental
				ACCOUNT TOTAL			176.70			
7407200	500712			POWER						
001458	NVENERGY	67482002802337-03/26	0	2026 10	INV	P	191.48	042726KH	911115759	NV Energy 02/27/26
				ACCOUNT TOTAL			191.48			
7407200	500713			HEATING						
000360	CARSONCITYSQUARELLC	2706	0	2026 10	INV	P	19.12	050826KH	911115985	202605 Rent & SWG
				ACCOUNT TOTAL			19.12			
7407200	502512			3/8% NCOT						
001342	NEVADADEPARTMENTOFTA	202602NVTAX	0	2026 10	INV	P	7,358.48	050826KH	911116034	202602 NCOT 3/8%
				ACCOUNT TOTAL			7,358.48			
				ORG 7407200 TOTAL			12,285.06			
7407201			CTA - MARKETING							
7407201	500340			CONTRACT EMPLOYEES						
002487	KATHARINEJCOX	319X	0	2026 10	INV	P	22.00	041726KH	911115440	202603 DESIGN WORK
				ACCOUNT TOTAL			22.00			
7407201	500349			CONTRACTUAL SERVICES						
001050	KPS3	00005805	0	2026 10	INV	P	15,466.75	042726KH	911115690	202603 Creative Con
003888	TRESPASSERINC	26-1012	0	2026 10	INV	P	12,500.00	050826KH	911116059	CTA2627-003 Visual
				ACCOUNT TOTAL			27,966.75			
7407201	500444			OFFICE EQUIPMENT RENTAL						
001669	UBEOWESTLLC	5239227	0	2026 10	INV	P	108.68	050826KH	911116061	04/23/25-05/22/25 P

City of Carson City
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/10 TO 2026/10

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
004698	GREATAMERICAFINANCIA	41827432	0	2026 10	INV	P	224.37	050826KH	911116006	04/23/26 - 05/22/26
				ACCOUNT TOTAL			333.05			
				ORG 7407201 TOTAL			28,321.80			
7407205			CCTA - EVENTS & SALES							
7407205	500340			CONTRACT EMPLOYEES						
002487	KATHARINEJCOX	319X	0	2026 10	INV	P	88.00	041726KH	911115440	202603 DESIGN WORK
				ACCOUNT TOTAL			88.00			
7407205	500444			OFFICE EQUIPMENT RENTAL						
001669	UBEOWESTLLC	5239227	0	2026 10	INV	P	256.36	050826KH	911116061	04/23/25-05/22/25 P
004698	GREATAMERICAFINANCIA	41827432	0	2026 10	INV	P	440.43	050826KH	911116006	04/23/26 - 05/22/26
				ACCOUNT TOTAL			696.79			
				ORG 7407205 TOTAL			784.79			
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:							41,391.65			

** 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
15497	**********6463	STUART WEXLER	7200	042026	Released	2026/09	436.41

GL Effective Date: 03/09/2026 Invoice Date: 03/09/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
113159	JUSTPARK - 2026 GO WEST - AI	P-CARD OTP VENDOR		03/21/2026	03/23/2026	03/30/2026	208.10
113160	OFFICE DEPOT - 2026 GO WEST	OFFICE DEPOT INC		03/25/2026	03/26/2026	03/30/2026	38.36
113501	RIO HOTEL - 2026 GO WEST - L	P-CARD OTP VENDOR		03/29/2026	03/30/2026	04/06/2026	19.94
113502	LV TAXI - 2026 GO WEST - TRA	P-CARD OTP VENDOR		03/30/2026	03/31/2026	04/06/2026	38.81
113503	SWAIR - 2026 GO WEST - TRANS	SOUTHWEST AIRLINES CO.		03/30/2026	04/01/2026	04/06/2026	80.00
113504	KITCHEN TABLE - 2026 GO WEST	P-CARD OTP VENDOR		04/01/2026	04/03/2026	04/06/2026	51.20

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500543		ADVERTISING/MARKETING		Y-Apprv	N	436.41

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
15534	**********1760	ERIC BROOKS	7200	052026	New	2026/10	1,526.79

GL Effective Date: 04/13/2026 Invoice Date: 04/13/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
113530	RIDLEYS- WINNEMUCCA MURAL ME	P-CARD OTP VENDOR		04/09/2026	04/10/2026	04/13/2026	67.24
113531	SCOTT SHADY COURT MOTEL - WI	P-CARD OTP VENDOR		04/09/2026	04/10/2026	04/13/2026	125.00
113828	PRICELINE - PRSA 2026 ANVIL	PRICELINE.COM INTERNATIONAL LI		04/15/2026	04/16/2026	04/20/2026	754.87
113829	SWAIR - PRSA 2026 ANVIL TRAN	SOUTHWEST AIRLINES CO.		04/15/2026	04/17/2026	04/20/2026	168.20
113830	AMERICAN AIR - PRSA 2026 ANV	P-CARD OTP VENDOR		04/15/2026	04/17/2026	04/20/2026	148.20
114168	NELSONS - 2026 RURAL ROUNDUP	P-CARD OTP VENDOR		04/21/2026	04/22/2026	04/28/2026	13.79
114169	MAVERIK - 2026 RURAL ROUNDUP	MAVERIK INC		04/24/2026	04/27/2026	04/28/2026	48.35
114873	SPIRIT AIR - 2026 INTERSECTI	P-CARD OTP VENDOR		05/02/2026	05/04/2026	05/05/2026	-282.98
114874	SPIRIT AIR - 2026 INTERSECTI	P-CARD OTP VENDOR		05/01/2026	05/04/2026	05/05/2026	282.98
114875	MARRIOTT - 2026 INTERSECTION	P-CARD OTP VENDOR		05/03/2026	05/04/2026	05/05/2026	201.14

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500330		TRAINING		Y-Apprv	N	1071.27
7407254	500330		TRAINING		Y-Apprv	N	546.26
7407254	500330		TRAINING		N	N	-282.98
7407254	500625		OPERATING SUPPLIES		Y-Apprv	N	192.24

CCCTA BOARD MEMBER APPROVAL

Andrew Reno, CCCTA Chairman

Report generated: 05/15/2026 08:02
User: CKipp
Program ID: appcstmt

City of Carson City
PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
15562	**********8725	CHRISTINE KIPP	7200	052026	New	2026/10	1,608.46

GL Effective Date: 04/13/2026 Invoice Date: 04/13/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
113596	VERIZON - 02/20/26-03/19/26	P-CARD OTP VENDOR		04/10/2026	04/10/2026	04/13/2026	403.66
113929	CLOUDWAYS - 2026 MAR WEBSITE	P-CARD OTP VENDOR		04/10/2026	04/13/2026	04/20/2026	101.27
114288	ADOBE 04/20/26-05/19/26 CREA	P-CARD OTP VENDOR		04/20/2026	04/21/2026	04/28/2026	371.94
114289	BEST WESTERN - 2026 RURAL RO	P-CARD OTP VENDOR		04/24/2026	04/27/2026	04/28/2026	520.95
114670	KELLY PAPER - POSTER & OFFIC	P-CARD OTP VENDOR		04/29/2026	04/30/2026	05/04/2026	717.30
114883	CLOUDWAYS - 2026 APR WEBSITE	P-CARD OTP VENDOR		05/01/2026	05/04/2026	05/05/2026	102.94
114884	KELLY PAPER - CREDIT FOR WRO	P-CARD OTP VENDOR		05/01/2026	05/04/2026	05/05/2026	-609.60

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500330		TRAINING		Y-Apprv	N	520.95
7407200	500625		OPERATING SUPPLIES		Y-Apprv	N	841.28
7407200	500625		OPERATING SUPPLIES		N	N	-609.60
7407200	500710		TELEPHONE		Y-Apprv	N	331.26
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	404.19
7407205	500625		OPERATING SUPPLIES		Y-Apprv	N	23.99
7407254	500625		OPERATING SUPPLIES		Y-Apprv	N	23.99
7407254	500710		TELEPHONE		Y-Apprv	N	72.40

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
15576	**********2536	DAVID PETERSON	7200	052026	New	2026/10	12,827.76

GL Effective Date: 04/13/2026 Invoice Date: 04/13/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
113623	TIKTOK - AD FEES 04/01/26-04	P-CARD OTP VENDOR		04/07/2026	04/08/2026	04/13/2026	160.00
113624	GOOGLE - DISPLAY ADS 04/01/2	XXVI HOLDINGS INC.		04/08/2026	04/09/2026	04/13/2026	1500.00
113625	FACEBOOK - AD CAMPAIGNS 03/2	META PLATFORMS, INC.		04/08/2026	04/09/2026	04/13/2026	2000.00
113626	FACEBOOK - AD CAMPAIGNS 04/0	META PLATFORMS, INC.		04/09/2026	04/10/2026	04/13/2026	155.27
113965	TIKTOK - AD FEES 04/07/26-04	P-CARD OTP VENDOR		04/14/2026	04/15/2026	04/20/2026	160.00
113966	GOOGLE - DISPLAY ADS 04/01/2	XXVI HOLDINGS INC.		04/15/2026	04/16/2026	04/20/2026	1500.00
114331	FACEBOOK - AD CAMPAIGNS 04/0	META PLATFORMS, INC.		04/19/2026	04/20/2026	04/28/2026	2000.00
114332	TIKTOK - AD FEES 04/13/26-04	P-CARD OTP VENDOR		04/20/2026	04/21/2026	04/28/2026	160.00
114333	GOOGLE - DISPLAY ADS 04/01/2	XXVI HOLDINGS INC.		04/23/2026	04/24/2026	04/28/2026	1500.00
114689	TIKTOK - AD FEES 04/20/26-04	P-CARD OTP VENDOR		04/27/2026	04/28/2026	05/04/2026	160.00
114690	FACEBOOK - AD CAMPAIGNS 04/1	META PLATFORMS, INC.		04/28/2026	04/29/2026	05/04/2026	2000.00
114886	GOOGLE - DISPLAY ADS 04/01/2	XXVI HOLDINGS INC.		05/01/2026	05/04/2026	05/05/2026	1470.25
114887	TIKTOK - AD FEES 04/27/26-04	P-CARD OTP VENDOR		05/01/2026	05/04/2026	05/05/2026	62.24

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542		PRINTING/ADVERTISING		Y-Apprv	N	11092.82
7407254	500542		PRINTING/ADVERTISING		Y-Apprv	N	1734.94

City of Carson City
PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
15637	**********3420	KASIE SALDANA	7200	052026	New	2026/10	612.52

GL Effective Date: 04/13/2026 Invoice Date: 04/13/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
113799	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		04/07/2026	04/08/2026	04/13/2026	337.78
113800	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		04/08/2026	04/09/2026	04/13/2026	223.05
114140	FEDEX - HORSE DANCING EVENT	FEDEX OFFICE AND PRINT SERVICE		04/10/2026	04/13/2026	04/20/2026	19.69
114141	BAC - MOONDANCE CHOCOLATES -	P-CARD OTP VENDOR		04/15/2026	04/16/2026	04/20/2026	32.00

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601		OFFICE SUPPLIES		Y-Apprv	N	560.83
7407200	500625		OPERATING SUPPLIES		Y-Apprv	N	32.00
7407205	500625		OPERATING SUPPLIES		Y-Apprv	N	19.69

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
15638	**********6463	STUART WEXLER	7200	052026	New	2026/10	3,830.55

GL Effective Date: 04/13/2026 Invoice Date: 04/13/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
113801	KITCHEN TABLE - 2026 GO WEST	P-CARD OTP VENDOR		04/03/2026	04/06/2026	04/13/2026	33.85
113802	FEDERAL HOTEL - HOSTED EVENT	P-CARD OTP VENDOR		04/04/2026	04/06/2026	04/13/2026	129.00
113803	RIO HOTEL - 2026 GO WEST - L	P-CARD OTP VENDOR		04/04/2026	04/06/2026	04/13/2026	870.12
113804	JERSEY MIKES - 2026 GO WEST	P-CARD OTP VENDOR		04/06/2026	04/08/2026	04/13/2026	18.30
113805	SWAIR - 2026 GO WEST - TRANS	SOUTHWEST AIRLINES CO.		04/06/2026	04/08/2026	04/13/2026	80.00
114142	WALMART - 2026 NASC CONFEREN	P-CARD OTP VENDOR		04/16/2026	04/17/2026	04/20/2026	34.46
114571	FEDERAL HOTEL - HOSTED 2026	P-CARD OTP VENDOR		04/18/2026	04/20/2026	04/28/2026	258.00
114572	FEDERAL HOTEL - HOSTED 2026	P-CARD OTP VENDOR		04/19/2026	04/21/2026	04/28/2026	387.00
114573	CHEVRON - 2026 RURAL ROUNDUP	P-CARD OTP VENDOR		04/21/2026	04/22/2026	04/28/2026	58.95
114574	SINCLAIR - 2026 RURAL ROUNDU	P-CARD OTP VENDOR		04/23/2026	04/24/2026	04/28/2026	60.52
114851	FY27 7407205-500543 ABA - 2	P-CARD OTP VENDOR		04/29/2026	04/30/2026	05/04/2026	1900.35

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
740	143000		PREPAID		N	N	1900.35
7407205	500330		TRAINING		Y-Apprv	N	119.47
7407205	500543		ADVERTISING/MARKETING		Y-Apprv	N	1002.27
7407205	500625		OPERATING SUPPLIES		Y-Apprv	N	808.46

City of Carson City
PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
15673	**********1023	LYDIA BECK	7200	052026	New	2026/10	2,352.12

GL Effective Date: 04/13/2026 Invoice Date: 04/13/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
114113	EVENTBRITE - Casa Grande Wor	P-CARD OTP VENDOR		04/13/2026	04/14/2026	04/20/2026	125.00
114114	AMAZON - TABLE COVER	P-CARD OTP VENDOR		04/14/2026	04/15/2026	04/20/2026	15.18
114544	PRSA - REGISTRATION FOR 2026	P-CARD OTP VENDOR		04/20/2026	04/21/2026	04/28/2026	725.00
114545	MAILCHIMP - 03/25/26-04/24/2	P-CARD OTP VENDOR		04/24/2026	04/24/2026	04/28/2026	230.00
114546	HOME 2 SUITES - 2026 RURAL R	P-CARD OTP VENDOR		04/23/2026	04/24/2026	04/28/2026	253.00
114547	SINCLAIR - 2026 RURAL ROUNDU	P-CARD OTP VENDOR		04/24/2026	04/27/2026	04/28/2026	101.38
114548	MAVERIK - Casa Grande World	MAVERIK INC		04/26/2026	04/27/2026	04/28/2026	97.24
114549	HOME 2 SUITES - 2026 RURAL R	P-CARD OTP VENDOR		04/24/2026	04/27/2026	04/28/2026	506.00
114550	SCALA - Casa Grande World Pr	P-CARD OTP VENDOR		04/25/2026	04/27/2026	04/28/2026	49.32
114937	GALAXY THEATRES - Casa Grand	P-CARD OTP VENDOR		04/30/2026	05/04/2026	05/05/2026	250.00

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500330		TRAINING		Y-Apprv	N	1332.38
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	766.74
7407205	500330		TRAINING		Y-Apprv	N	253.00

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
15712	**********7554	David Peterson	7200	052026	New	2026/10	749.21

GL Effective Date: 04/13/2026 Invoice Date: 04/13/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
114585	LUCIANOS - 2026 RURAL ROUNDU	P-CARD OTP VENDOR		04/22/2026	04/24/2026	04/28/2026	749.21

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625		OPERATING SUPPLIES		Y-Apprv	N	749.21