

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

Date Submitted: 07/08/26

Agenda Date Requested: 07/13/26

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 \$113,461.11, and p-card charges, totaling \$25,167.42, for May 2026.

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 May 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 May 2026 (2026/11).

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/11 TO 2026/11												
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION			
740			CARSON CITY	TOURISM AUTHORITY								
740	143000			PREPAID								
007977	DALEROGERSSTUDIO	5022	0	2026	11	INV P	10,500.00	060526DP	911116688	7407254-501225: DD-		
ACCOUNT TOTAL							10,500.00					
ORG 740 TOTAL							10,500.00					
7407200			CTA - EXECUTIVE									
7407200	500444			OFFICE EQUIPMENT RENTAL								
001669	UBEOWESTLLC	5269812	0	2026	11	INV P	208.60	060526DP	911116760	5/23-6/22/26 PRINTE		
004698	GREATAMERICAFINANCIA	42090414	0	2026	11	INV P	166.20	060526DP	911116704	05/23/26 - 06/22/26		
ACCOUNT TOTAL							374.80					
7407200	500625			OPERATING SUPPLIES								
000425	CHARTERCOMMUNICATION	230475701050126	0	2026	11	INV P	120.00	052226DP	911116359	Internet 5/01/2026		
000724	FIRSTCHOICESERVICES	RE-1290438	0	2026	11	INV P	56.70	051526KH	911116150	202605 Rent		
006837	EAGLEVALLEYPUBLISHIN	59836	0	2026	11	INV P	68.63	060526DP	911116694	LEGAL AD FOR FY26/2		
ACCOUNT TOTAL							245.33					
7407200	500712			POWER								
001458	NVENERGY	67482002802337-04/26	0	2026	11	INV P	162.22	051526KH	911116224	NV Energy 03/30/26		
ACCOUNT TOTAL							162.22					
7407200	502512			3/8% NCOT								
001342	NEVADADEPARTMENTOFTA	202603NVTAX	0	2026	11	INV P	8,191.21	052926KH	911116605	202602 NCOT 3/8%		
ACCOUNT TOTAL							8,191.21					
ORG 7407200 TOTAL							8,973.56					
7407201			CTA - MARKETING									
7407201	500340			CONTRACT EMPLOYEES								
002487	KATHARINEJCOX	402Y	0	2026	11	INV P	220.00	051526KH	911116175	202604 DESIGN WORK		
ACCOUNT TOTAL							220.00					
7407201	500349			CONTRACTUAL SERVICES								
001050	KPS3	00006033	0	2026	11	INV P	14,455.06	052226DP	911116400	202604 Creative Con		
ACCOUNT TOTAL							14,455.06					
7407201	500444			OFFICE EQUIPMENT RENTAL								
001669	UBEOWESTLLC	5269812	0	2026	11	INV P	208.60	060526DP	911116760	5/23-6/22/26 PRINTE		
004698	GREATAMERICAFINANCIA	42090414	0	2026	11	INV P	224.37	060526DP	911116704	05/23/26 - 06/22/26		

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/11 TO 2026/11											
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION		
ACCOUNT TOTAL							432.97				
7407201	500544			NEVADA DAY							
004030	MOONDANCECHOCOLATES	698	0	2026	11	INV P	180.00	051526KH	911116211	Media Gifts General	
004401	PUREPROMOTIONSINC	10316	0	2026	11	INV P	796.75	060526DP	911116739	Swag Flashlights	
004401	PUREPROMOTIONSINC	10317	0	2026	11	INV P	1,410.00	060526DP	911116739	Swag Gum	
004401	PUREPROMOTIONSINC	10318	0	2026	11	INV P	782.00	060526DP	911116739	Swag Stress Ball	
004401	PUREPROMOTIONSINC	10319	0	2026	11	INV P	574.89	052926KH	911116619	Stu SWAG Towels	
							3,563.64				
007938	DRINKCOFFEEDOSTUFF	11063	0	2026	11	INV P	367.50	051526KH	911116143	Gifts for Media	
ACCOUNT TOTAL							4,111.14				
7407201	500625			OPERATING SUPPLIES							
002428	LYDIABECK	BECK260506	0	2026	11	INV P	296.45	051526KH	911116188	NAPA VALLEY STREAMF	
ACCOUNT TOTAL							296.45				
ORG 7407201 TOTAL							19,515.62				
CCTA - EVENTS & SALES											
7407205	500340			CONTRACT EMPLOYEES							
002487	KATHARINEJCOX	402Y	0	2026	11	INV P	132.00	051526KH	911116175	202604 DESIGN WORK	
ACCOUNT TOTAL							132.00				
7407205	500444			OFFICE EQUIPMENT RENTAL							
001669	UBEOWESTLLC	5269812	0	2026	11	INV P	417.21	060526DP	911116760	5/23-6/22/26 PRINTE	
004698	GREATAMERICAFINANCIA	42090414	0	2026	11	INV P	440.43	060526DP	911116704	05/23/26 - 06/22/26	
ACCOUNT TOTAL							857.64				
7407205	500540			PUBLICITY/SPECIAL EVENTS							
004338	BIKEMONKEYINC	31991DC4-0003	0	2026	11	INV P	25,000.00	052226DP	911116343	Stetina's Paydirt 2	
ACCOUNT TOTAL							25,000.00				
7407205	500625			OPERATING SUPPLIES							
000345	CARSONCITYGHOSTWALK	001FAMELEVATED2026	0	2026	11	INV P	500.00	052926KH	911116542	ABA Elevated FAM Ho	
003717	STEWARTINDIANSCHOOL	009	0	2026	11	INV P	1,000.00	052226DP	911116486	ABA Elevated FAM	
004709	DALEBENNETT	BENNETT-050625	0	2026	11	INV P	450.00	051526KH	911116136	ABA Elevated FAM Lu	
007936	MICHELLEMCCAULEYBOBA	1	0	2026	11	INV P	200.00	051526KH	911116200	ABA Elevated FAM Da	
007937	JUSTINJOSEPHMARTIN	1	0	2026	11	INV P	1,250.00	051526KH	911116172	ABA Elevated FAM Ba	

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2026/11 TO 2026/11		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
ACCOUNT TOTAL									3,400.00		
ORG 7407205 TOTAL									29,389.64		
7407254 CTA - ARTS & CULTURE 1%											
7407254	500340						CONTRACT EMPLOYEES				
002458	GREGORYLEEGILMORE	1896	0	2026	11	INV	P	250.00	051526KH	911116159	MURAL MAP UPDATES
ACCOUNT TOTAL									250.00		
7407254 500349 CONTRACTUAL SERVICES											
001050	KPS3	00006033	0	2026	11	INV	P	503.75	052226DP	911116400	202604 Creative Con
ACCOUNT TOTAL									503.75		
7407254 500540 PUBLICITY/SPECIAL EVENTS											
006989	DARKCORNERCREATIVELL	25-501	0	2026	11	INV	P	1,500.00	051526KH	911116137	2026 Dark Prison Ha
ACCOUNT TOTAL									1,500.00		
7407254 501225 GRANT - OPERATING SUPPLIES											
007191	KRISTADENIO	40	0	2026	11	INV	P	221.38	051526KH	911116181	DD-25-001 DWT:RR TR
007191	KRISTADENIO	41	0	2026	11	INV	P	7,500.00	051526KH	911116181	DD-25-001 2026 APR
007191	KRISTADENIO	43	0	2026	11	INV	P	1,107.16	052226DP	911116401	DD-25-001 DWT:RR TR
									8,828.54		
007971	GUERRAPRODUCTIONLLC	PSA# 2564-1036	0	2026	11	INV	P	34,000.00	052926KH	911116560	DD-25-001 DWT: WALL
ACCOUNT TOTAL									42,828.54		
ORG 7407254 TOTAL									45,082.29		
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:									113,461.11		

** 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
15739	*****1760	ERIC BROOKS	7200	062026	New	2026/11	939.70
GL Effective Date: 05/11/2026		Invoice Date: 05/11/2026					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
114945	SW AIR - 2026 INTERSECTIONS	SOUTHWEST AIRLINES CO.		05/05/2026	05/07/2026	05/11/2026	373.80
114946	BELOVED - KOLO 8 MEETING MEA	P-CARD OTP VENDOR		05/07/2026	05/08/2026	05/11/2026	29.82
115181	EVE'S - CTA, BAC & PARKS MEE	P-CARD OTP VENDOR		05/08/2026	05/11/2026	05/18/2026	80.40
115182	JAMBA JUICE - PRSA 2026 ANVI	P-CARD OTP VENDOR		05/13/2026	05/14/2026	05/18/2026	14.54
115183	LYFT - PRSA 2026 ANVIL TRANS	P-CARD OTP VENDOR		05/13/2026	05/14/2026	05/18/2026	24.93
115184	GOTHAM MARKET BITES - PRSA 2	P-CARD OTP VENDOR		05/14/2026	05/15/2026	05/18/2026	10.24
115185	DIM SUM PALACE - PRSA 2026 A	P-CARD OTP VENDOR		05/14/2026	05/15/2026	05/18/2026	51.30
115464	HILTON - PRSA 2026 ANVIL LO	P-CARD OTP VENDOR		05/15/2026	05/18/2026	05/26/2026	80.20
115465	JUNIORS - PRSA 2026 ANVIL ME	P-CARD OTP VENDOR		05/16/2026	05/18/2026	05/26/2026	33.31
115466	LYFT - PRSA 2026 ANVIL TRANS	P-CARD OTP VENDOR		05/17/2026	05/18/2026	05/26/2026	16.96
115467	TGI FRIDAY'S - PRSA 2026 ANV	P-CARD OTP VENDOR		05/16/2026	05/18/2026	05/26/2026	24.79
115838	LYFT - 2026 INTERSECTIONS TR	P-CARD OTP VENDOR		05/28/2026	05/29/2026	06/01/2026	67.06
116021	MARRIOTT - 2026 INTERSECTION	P-CARD OTP VENDOR		05/29/2026	06/01/2026	06/08/2026	56.50
116022	LYFT - 2026 INTERSECTIONS TR	P-CARD OTP VENDOR		05/30/2026	06/01/2026	06/08/2026	43.92
116023	LYFT - 2026 INTERSECTIONS TR	P-CARD OTP VENDOR		05/29/2026	06/01/2026	06/08/2026	31.93

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500330	TRAINING		Y-Apprv	N	256.27
7407254	500330	TRAINING		Y-Apprv	N	573.21
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	110.22

15766	*****8725	CHRISTINE KIPP	7200	062026	New	2026/11	4,018.32
GL Effective Date: 05/11/2026		Invoice Date: 05/11/2026					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
115005	RTT MEETING LUNCHES 05/13/26	P-CARD OTP VENDOR		05/06/2026	05/07/2026	05/11/2026	72.00
115006	AMAZON - PRINTER FOR DWT	P-CARD OTP VENDOR		05/06/2026	05/07/2026	05/11/2026	299.99
115007	RTT MEETING LUNCHES 05/13/26	P-CARD OTP VENDOR		05/06/2026	05/07/2026	05/11/2026	36.00
115267	VERIZON - 03/20/26-04/19/26	P-CARD OTP VENDOR		05/10/2026	05/11/2026	05/18/2026	403.41
115582	ADOBE 05/20/26-06/19/26 CREA	P-CARD OTP VENDOR		05/20/2026	05/21/2026	05/26/2026	371.94
116084	CLOUDWAYS - 2026 MAY WEBSITE	P-CARD OTP VENDOR		06/01/2026	06/01/2026	06/08/2026	103.42
116085	ANYPROMO - SWAG FLASHLIGHTS	CW PRODUCTS INC		05/30/2026	06/01/2026	06/08/2026	2695.56
116086	RTT MEETING LUNCHES 06/10/26	P-CARD OTP VENDOR		06/02/2026	06/03/2026	06/08/2026	36.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	195.98
7407200	500710	TELEPHONE		Y-Apprv	N	331.06
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	339.40
7407205	500544	NEVADA DAY		Y-Apprv	N	2695.56
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	23.99
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	23.99
7407254	500710	TELEPHONE		Y-Apprv	N	72.35
7407254	501225	GRANT - OPERATING SUPPLIES	G725425001 G-CONT SVC	Y-Apprv	Y-Apprv	335.99

CCCTA BOARD MEMBER APPROVAL

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Andrew Reno, CCCTA Chairman

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
15778	*****2536	DAVID PETERSON	7200	062026	New	2026/11	11,010.78
GL Effective Date: 05/11/2026		Invoice Date: 05/11/2026					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
115020	FACEBOOK - AD CAMPAIGNS 04/2	META PLATFORMS, INC.		05/06/2026	05/07/2026	05/11/2026	2000.00
115284	FACEBOOK - AD CAMPAIGNS 05/0	META PLATFORMS, INC.		05/09/2026	05/11/2026	05/18/2026	292.21
115285	GOOGLE - DISPLAY ADS 05/01/2	XXVI HOLDINGS INC.		05/12/2026	05/13/2026	05/18/2026	1500.00
115616	FACEBOOK - AD CAMPAIGNS 05/0	META PLATFORMS, INC.		05/20/2026	05/20/2026	05/26/2026	2379.05
115617	GOOGLE - DISPLAY ADS 05/01/2	XXVI HOLDINGS INC.		05/24/2026	05/25/2026	05/26/2026	1500.00
116104	FACEBOOK - AD CAMPAIGNS 05/1	META PLATFORMS, INC.		05/31/2026	06/01/2026	06/08/2026	2379.00
116105	GOOGLE - DISPLAY ADS 05/01/2	XXVI HOLDINGS INC.		06/01/2026	06/02/2026	06/08/2026	960.52

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	9981.53
7407254	500542	PRINTING/ADVERTISING		Y-Apprv	N	1029.25

15863	*****3420	KASIE SALDANA	7200	062026	New	2026/11	1,011.12
GL Effective Date: 05/11/2026		Invoice Date: 05/11/2026					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
115438	AMAZON - ART CABINET TRANSFO	P-CARD OTP VENDOR		05/10/2026	05/11/2026	05/18/2026	34.92
115806	UPS - MTN WEST CONFERENCE SH	P-CARD OTP VENDOR		05/16/2026	05/18/2026	05/26/2026	65.18
115807	UPS - MTN WEST CONFERENCE RE	P-CARD OTP VENDOR		05/24/2026	05/25/2026	05/26/2026	9.65
115808	UPS - MTN WEST CONFERENCE RE	P-CARD OTP VENDOR		05/24/2026	05/25/2026	05/26/2026	33.32
115809	STANDING DESK CONVERTER	HOME DEPOT U.S.A., INC		05/22/2026	05/25/2026	05/26/2026	139.50
116010	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		05/27/2026	05/28/2026	06/01/2026	18.49
116011	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		05/28/2026	05/29/2026	06/01/2026	113.06
116260	STICKER MULE - ADVENTURE AWA	P-CARD OTP VENDOR		06/02/2026	06/03/2026	06/08/2026	597.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	131.55
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	139.50
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	108.15
7407211	500625	OPERATING SUPPLIES		Y-Apprv	N	631.92

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City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total	
15894	*****1023	LYDIA BECK	7200	062026	New	2026/11	4,527.90	
GL Effective Date: 05/11/2026		Invoice Date: 05/11/2026						
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount	
115778	FY27 7407201-500330 US TRAVE	P-CARD OTP VENDOR		05/20/2026	05/21/2026	05/26/2026	1750.00	
115779	FY27 7407201-500330 SW AIR -	SOUTHWEST AIRLINES CO.		05/20/2026	05/22/2026	05/26/2026	566.40	
115780	MAILCHIMP - 04/25/26-05/24/2	P-CARD OTP VENDOR		05/24/2026	05/25/2026	05/26/2026	230.00	
116238	DIGIPRINT - BROCHURES	P-CARD OTP VENDOR		06/01/2026	06/02/2026	06/08/2026	1497.60	
116239	AMAZON - M&PR SWAG	P-CARD OTP VENDOR		06/04/2026	06/04/2026	06/08/2026	483.90	
Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
740	143000	PREPAID		N		N		2316.40
7407201	500544	NEVADA DAY		Y-Apprv		N		1981.50
7407201	500625	OPERATING SUPPLIES		Y-Apprv		N		230.00
15904	*****6463	STUART WEXLER	7200	062026	New	2026/11	1,564.95	
GL Effective Date: 05/11/2026		Invoice Date: 05/11/2026						
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount	
115810	HOLOFAN - 3D HOLOGRAM FOR BO	JASON LI		05/22/2026	05/25/2026	05/26/2026	1539.95	
116261	FY26/FY27 SPLIT \$22.74 #7407	CW PRODUCTS INC		05/30/2026	06/01/2026	06/08/2026	25.00	
Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
740	143000	PREPAID		N		N		22.74
7407205	500544	NEVADA DAY		Y-Apprv		N		1539.95
7407205	500625	OPERATING SUPPLIES		Y-Apprv		N		2.26

City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
15905	*****7554	David Peterson	7200	062026	New	2026/11	2,094.65

GL Effective Date: 05/11/2026 Invoice Date: 05/11/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
115815	STRONGER TOGETHER - TRANSPOR	SOUTHWEST AIRLINES CO.		05/14/2026	05/18/2026	05/26/2026	534.80
115816	RANCHO UVA BLANKA - CABALLOR	P-CARD OTP VENDOR		05/16/2026	05/18/2026	05/26/2026	43.10
115817	TACOS EL MUCHACHO-CABALLOR B	P-CARD OTP VENDOR		05/16/2026	05/18/2026	05/26/2026	25.94
115818	DOUBLE TREE - CABALLOR BAILA	P-CARD OTP VENDOR		05/17/2026	05/18/2026	05/26/2026	621.38
115819	WING STOP - CABALLOR BAILADO	P-CARD OTP VENDOR		05/17/2026	05/18/2026	05/26/2026	34.15
115820	RANCHO UVA BLANKA-CABALLOR B	P-CARD OTP VENDOR		05/16/2026	05/18/2026	05/26/2026	18.00
115821	RANCHO UVA BLANKA-CABALLOR B	P-CARD OTP VENDOR		05/17/2026	05/19/2026	05/26/2026	72.44
116267	CHEESCAKE FACTORY - STRONGER	P-CARD OTP VENDOR		05/31/2026	06/01/2026	06/08/2026	47.95
116268	BOULDER DAM HOTEL - STRONGER	P-CARD OTP VENDOR		05/31/2026	06/02/2026	06/08/2026	298.35
116269	SW AIR - STRONGER TOGETHER -	SOUTHWEST AIRLINES CO.		05/31/2026	06/02/2026	06/08/2026	45.00
116270	ENTERPRISE - STRONGER TOGETH	P-CARD OTP VENDOR		06/02/2026	06/03/2026	06/08/2026	193.33
116271	SHELL - STRONGER TOGETHER -	P-CARD OTP VENDOR		06/02/2026	06/04/2026	06/08/2026	23.23
116272	SW AIR - STRONGER TOGETHER -	SOUTHWEST AIRLINES CO.		06/02/2026	06/04/2026	06/08/2026	45.00
116273	RTIA - STRONGER TOGETHER - P	P-CARD OTP VENDOR		06/02/2026	06/04/2026	06/08/2026	54.00
116274	TEQUILERIA - STRONGER TOGETH	P-CARD OTP VENDOR		06/02/2026	06/04/2026	06/08/2026	37.98

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500330	TRAINING		Y-Apprv	N	1279.64
7407200	500580	TRAVEL		Y-Apprv	N	193.63
7407201	500580	TRAVEL		Y-Apprv	N	621.38

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