Carson City Culture & Tourism Authority
Agenda Report

Date Submitted: 10/06/26

Agenda Date Requested: 10/12/26

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 $159,023.44, and p-card charges, totaling $22,546.29, for August 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 August 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 Aug 2026 (2027/02).

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2027/2 TO 2027/2

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
7407200			CTA - EXECUTIVE							
7407200	500330			TRAINING						
008244	COMMUNITYFOUNDATION	GOVCON2026-02	0	2027 2	INV	P	1,500.00	090426TK	911119044	GOVCON 2026 Sponsor
				ACCOUNT TOTAL			1,500.00			
7407200	500440			BUILDING RENTAL						
000360	CARSONCITYSQUARELLC	2727-FY27	0	2027 2	INV	P	4,629.92	081426TK	911118445	202608 Rent & SWG
				ACCOUNT TOTAL			4,629.92			
7407200	500444			OFFICE EQUIPMENT RENTAL						
001669	UBEOWESTLLC	INVW5357138-FY 27	0	2027 2	INV	P	131.10	090426TK	911119182	08/23/26-09/22/26 P
004698	GREATAMERICAFINANCIA	42832073	0	2027 2	INV	P	166.20	090426TK	911119075	08/23/26 - 09/22/26
				ACCOUNT TOTAL			297.30			
7407200	500512			INSURANCE PREMIUMS						
002034	TRAVELERS	1062KA213-FY27	0	2027 2	INV	P	16,255.00	082126DP	911118821	FY27 Insurance Cove
				ACCOUNT TOTAL			16,255.00			
7407200	500625			OPERATING SUPPLIES						
000425	CHARTERCOMMUNICATION	230475701080126	0	2027 2	INV	P	120.00	082126DP	911118686	Internet 08/01/2026
000724	FIRSTCHOICESERVICES	RE-1510419	0	2027 2	INV	P	56.70	081426TK	911118483	202608 Rental
006837	EAGLEVALLEYPUBLISHIN	61422	0	2027 2	INV	P	150.75	081426TK	911118469	LEGAL AD FOR FY26 A
				ACCOUNT TOTAL			327.45			
7407200	500712			POWER						
001458	NVENERGY	67482002802337-JUL26	0	2027 2	INV	P	206.07	081426TK	911118559	NV Energy 07/01/26
				ACCOUNT TOTAL			206.07			
7407200	500713			HEATING						
000360	CARSONCITYSQUARELLC	2727-FY27	0	2027 2	INV	P	2.08	081426TK	911118445	202608 Rent & SWG
				ACCOUNT TOTAL			2.08			
				ORG 7407200 TOTAL			23,217.82			
7407201			CTA - MARKETING							
7407201	500349			CONTRACTUAL SERVICES						
001050	KPS3	00006677	0	2027 2	INV	P	16,908.75	082826DP	911118899	202607 Creative Con
				ACCOUNT TOTAL			16,908.75			
7407201	500444			OFFICE EQUIPMENT RENTAL						
001669	UBEOWESTLLC	INVW5357138-FY 27	0	2027 2	INV	P	131.10	090426TK	911119182	08/23/26-09/22/26 P

City of Carson City
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2027/2 TO 2027/2

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
004698	GREATAMERICAFINANCIA	42832073	0	2027 2	INV	P	224.37	090426TK	911119075	08/23/26 - 09/22/26
				ACCOUNT TOTAL			355.47			
7407201	500625			OPERATING SUPPLIES						
001337	NEVADADAYINC	10125	0	2027 2	INV	P	1,600.00	082126DP	911118754	2026 NV Day Balloon
				ACCOUNT TOTAL			1,600.00			
				ORG 7407201 TOTAL			18,864.22			
7407205			CCTA - EVENTS & SALES							
7407205	500349			CONTRACTUAL SERVICES						
001050	KPS3	00006677	0	2027 2	INV	P	193.75	082826DP	911118899	202607 Creative Con
004928	DATAFYLLC	INV/2026/01301	0	2027 2	INV	P	12,250.00	081426TK	911118461	Datafy Advanced Ana
				ACCOUNT TOTAL			12,443.75			
7407205	500444			OFFICE EQUIPMENT RENTAL						
001669	UBEOWESTLLC	INVW5357138-FY 27	0	2027 2	INV	P	262.22	090426TK	911119182	08/23/26-09/22/26 P
004698	GREATAMERICAFINANCIA	42832073	0	2027 2	INV	P	440.43	090426TK	911119075	08/23/26 - 09/22/26
				ACCOUNT TOTAL			702.65			
7407205	500543			ADVERTISING/MARKETING						
006299	NORTHSTARTRAVELMEDIA	50114399	0	2027 2	INV	P	5,795.00	082826DP	911118940	Teams 2026 - Octobe
				ACCOUNT TOTAL			5,795.00			
				ORG 7407205 TOTAL			18,941.40			
7407254			CTA - ARTS & CULTURE 1%							
7407254	500340			CONTRACT EMPLOYEES						
000273	BREWERYARTSCENTER	1006	0	2027 2	INV	P	1,250.00	082826DP	911118860	FY27 Visit Carson C
002401	ESTIPONAGROUPINC	1178	0	2027 2	INV	P	3,000.00	090426TK	911119058	DWT Programing for
				ACCOUNT TOTAL			4,250.00			
7407254	500349			CONTRACTUAL SERVICES						
004928	DATAFYLLC	INV/2026/01301	0	2027 2	INV	P	12,250.00	081426TK	911118461	Datafy Advanced Ana
				ACCOUNT TOTAL			12,250.00			
7407254	500540			PUBLICITY/SPECIAL EVENTS						
000273	BREWERYARTSCENTER	1003	0	2027 2	INV	P	10,000.00	082826DP	911118860	CTA-SA-27-07 Fourth
000273	BREWERYARTSCENTER	1004	0	2027 2	INV	P	15,000.00	082826DP	911118860	CTA-SA-27-03 Murals
000273	BREWERYARTSCENTER	1005	0	2027 2	INV	P	10,000.00	082826DP	911118860	CTA-SA-27-02 Plein

City of Carson City
INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2027/2 TO 2027/2

ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S		CHECK RUN	CHECK	DESCRIPTION
							35,000.00			
004732	BRUKATHEATREOFTHESIE	GWSEASON33	0	2027 2	INV	P	2,000.00	082826DP	911118861	CTA-SA-27-01 Bruka
				ACCOUNT TOTAL			37,000.00			
7407254	501225			GRANT - OPERATING SUPPLIES						
007971	GUERRAPRODUCTIONLLC	PSA# 2564 -1041	0	2027 2	INV	P	34,000.00	090426TK	911119076	DD-25-001 DWT: WALL
007977	DALEROGERSSTUDIO	5162	0	2027 2	INV	P	10,500.00	082826DP	911118871	DD-25-001 DWT: RABB
				ACCOUNT TOTAL			44,500.00			
				ORG 7407254 TOTAL			98,000.00			
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:							159,023.44			

** 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
16322	**********2288	Stuart Wexler	7200	082026	Converted	2027/01	1,595.00

GL Effective Date: 07/13/2026 Invoice Date: 07/13/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
118781	NTA - 2026 NTA TRAVEL EXCHAN	P-CARD OTP VENDOR	1940298237	07/28/2026	07/29/2026	08/04/2026	1595.00

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500543		ADVERTISING/MARKETING		Y-Apprv	N	1595.00

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
16333	**********3550	ZACHARY BRAGDON	7200	082026	Converted	2027/01	268.00

GL Effective Date: 07/13/2026 Invoice Date: 07/13/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
119039	B&H PHOTO - 240GB MEMORY CAR	B&H FOTO & ELECTRONICS CORP.	1940298474	07/27/2026	07/28/2026	08/04/2026	268.00

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	268.00

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
16436	**********1760	ERIC BROOKS	7200	092026	New	2027/02	945.45

GL Effective Date: 08/10/2026 Invoice Date: 08/10/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
119378	LA BAKERY - MEETING MEAL	P-CARD OTP VENDOR		08/10/2026	08/11/2026	08/17/2026	48.11
119379	UNITED - 2026 AINTA - TRANSP	P-CARD OTP VENDOR		08/11/2026	08/13/2026	08/17/2026	423.23
119380	TULALIP RESORT - 2026 AINTA	P-CARD OTP VENDOR		08/11/2026	08/13/2026	08/17/2026	179.13
119734	GREAT BASIN - MEETING MEAL	THE UNION - CARSO LLC		08/14/2026	08/17/2026	08/24/2026	147.49
119735	GREAT BASIN BREWING CO - DUP	THE UNION - CARSO LLC		08/14/2026	08/17/2026	08/24/2026	147.49

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407254	500330		TRAINING		Y-Apprv	N	602.36
7407254	500625		OPERATING SUPPLIES		Y-Apprv	N	343.09

Note: Transaction #119735 is a duplicate charge. Error by B of A. Finance will be correcting.

CCCTA BOARD MEMBER APPROVAL

Andrew Reno, CCCTA Chairman

Report generated: 09/18/2026 08:56
User: CKipp
Program ID: appcstmt

City of Carson City
PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
16446	**********8725	CHRISTINE KIPP	7200	092026	New	2027/02	3,745.64

GL Effective Date: 08/10/2026 Invoice Date: 08/10/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
119493	VERIZON - 06/20/26-07/19/26	VERIZON COMMUNICTIONS INC.		08/10/2026	08/10/2026	08/17/2026	403.71
119494	KELLY PAPER - POSTER & OFFIC	P-CARD OTP VENDOR		08/07/2026	08/10/2026	08/17/2026	1094.10
119495	ULINE - STORAGE CABINETS & M	ULINE		08/12/2026	08/12/2026	08/17/2026	1770.10
119860	ADOBE 08/20/26-09/19/26 CREA	P-CARD OTP VENDOR		08/20/2026	08/20/2026	08/24/2026	371.94
120626	CLOUDWAYS - 2026 08 WEBSITE	P-CARD OTP VENDOR		09/01/2026	09/01/2026	09/08/2026	105.79

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625		OPERATING SUPPLIES		Y-Apprv	N	2489.88
7407200	500710		TELEPHONE		Y-Apprv	N	331.30
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	305.77
7407205	500625		OPERATING SUPPLIES		Y-Apprv	N	23.99
7407254	500625		OPERATING SUPPLIES		Y-Apprv	N	522.29
7407254	500710		TELEPHONE		Y-Apprv	N	72.41

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
16454	**********2536	DAVID PETERSON	7200	092026	New	2027/02	11,719.52

GL Effective Date: 08/10/2026 Invoice Date: 08/10/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
119516	FACEBOOK - AD CAMPAIGNS 08/0	META PLATFORMS, INC.		08/09/2026	08/10/2026	08/17/2026	85.03
119517	FACEBOOK - AD CAMPAIGNS 07/2	META PLATFORMS, INC.		08/08/2026	08/10/2026	08/17/2026	2000.00
119518	GOOGLE - DISPLAY ADS 08/01/2	XXVI HOLDINGS INC.		08/12/2026	08/13/2026	08/17/2026	1500.00
119891	FACEBOOK - AD CAMPAIGNS 08/0	META PLATFORMS, INC.		08/18/2026	08/19/2026	08/24/2026	2636.00
119892	TIKTOK - AD FEES 08/17/26-08	P-CARD OTP VENDOR		08/20/2026	08/21/2026	08/24/2026	54.51
120279	TIKTOK - AD FEES 08/20/26-08	P-CARD OTP VENDOR		08/22/2026	08/24/2026	08/31/2026	15.00
120280	TIKTOK - AD FEES 08/20/26-08	P-CARD OTP VENDOR		08/23/2026	08/24/2026	08/31/2026	20.00
120281	GOOGLE - DISPLAY ADS 08/01/2	XXVI HOLDINGS INC.		08/23/2026	08/24/2026	08/31/2026	1500.00
120282	TIKTOK - AD FEES 08/22/26-08	P-CARD OTP VENDOR		08/24/2026	08/25/2026	08/31/2026	35.00
120283	TIKTOK - AD FEES 08/21/26-08	P-CARD OTP VENDOR		08/24/2026	08/25/2026	08/31/2026	25.00
120284	TIKTOK - AD FEES 08/24/26-08	P-CARD OTP VENDOR		08/26/2026	08/27/2026	08/31/2026	48.00
120285	FACEBOOK - AD CAMPAIGNS 08/1	META PLATFORMS, INC.		08/28/2026	08/28/2026	08/31/2026	2636.00
120660	TIKTOK - AD FEES 08/26/26-08	P-CARD OTP VENDOR		08/29/2026	08/31/2026	09/08/2026	58.00
120661	TIKTOK - AD FEES 08/29/26-08	P-CARD OTP VENDOR		09/01/2026	09/02/2026	09/08/2026	52.23
120662	GOOGLE - DISPLAY ADS 08/01/2	XXVI HOLDINGS INC.		09/01/2026	09/02/2026	09/08/2026	1054.75

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542		PRINTING/ADVERTISING		Y-Apprv	N	8223.07
7407254	500542		PRINTING/ADVERTISING		Y-Apprv	N	3496.45

City of Carson City
PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
16477	**********1023	LYDIA BECK	7200	092026	New	2027/02	4,984.92

GL Effective Date: 08/10/2026 Invoice Date: 08/10/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
119671	FY28 7407201-500625 $22.90 E	P-CARD OTP VENDOR		08/08/2026	08/10/2026	08/17/2026	220.00
119672	B&H PHOTO - DRONE REPLACEMEN	B&H FOTO & ELECTRONICS CORP.		08/12/2026	08/13/2026	08/17/2026	3693.98
120454	MARRIOTT - 2026 ESTO MEAL	P-CARD OTP VENDOR		08/23/2026	08/24/2026	08/31/2026	16.20
120455	LYFT - 2026 ESTO TRANSPORTAT	P-CARD OTP VENDOR		08/24/2026	08/25/2026	08/31/2026	58.51
120456	ORANGE LINE - 2026 ESTO MEAL	P-CARD OTP VENDOR		08/23/2026	08/25/2026	08/31/2026	32.94
120457	MARRIOTT - 2026 ESTO LODGING	P-CARD OTP VENDOR		08/24/2026	08/25/2026	08/31/2026	834.35
120458	RENO-TAHOE AIRPORT - 2026 ES	P-CARD OTP VENDOR		08/26/2026	08/27/2026	08/31/2026	72.00
120459	LA COLOMBE - 2026 ESTO MEAL	P-CARD OTP VENDOR		08/26/2026	08/27/2026	08/31/2026	6.56
120460	UBER - 2026 ESTO TRANSPORTAT	P-CARD OTP VENDOR		08/26/2026	08/27/2026	08/31/2026	39.94
120461	TASTE ON THE FLY - 2026 ESTO	P-CARD OTP VENDOR		08/27/2026	08/28/2026	08/31/2026	10.44

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
740	143000		PREPAID		N	N	22.90
7407201	500330		TRAINING		Y-Apprv	N	1070.94
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	3891.08

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
16489	**********2288	Stuart Wexler	7200	092026	New	2027/02	777.40

GL Effective Date: 08/10/2026 Invoice Date: 08/10/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
119861	HARBOR FREIGHT - HOLOGRAM CA	HARBOR FREIGHT TOOLS, INC.		08/18/2026	08/19/2026	08/24/2026	149.99
120627	SWAIR - SPORTS ETA 2026 4S S	SOUTHWEST AIRLINES CO.		09/02/2026	09/04/2026	09/08/2026	81.00
120628	SWAIR - SPORTS ETA 2026 4S S	SOUTHWEST AIRLINES CO.		09/02/2026	09/04/2026	09/08/2026	546.41

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500330		TRAINING		Y-Apprv	N	627.41
7407205	500625		OPERATING SUPPLIES		Y-Apprv	N	149.99

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
16538	**********7554	David Peterson	7200	092026	New	2027/02	484.63

GL Effective Date: 08/10/2026 Invoice Date: 08/10/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
120492	SW AIR - BOULDER CITY ADVENT	SOUTHWEST AIRLINES CO.		08/21/2026	08/24/2026	08/31/2026	332.80
120868	WALMART - KPS3 BRANDING MEET	P-CARD OTP VENDOR		08/28/2026	08/31/2026	09/08/2026	51.83
120869	NV TOURISM - GOVERNORS CONFE	STATE OF NEVADA		08/31/2026	09/01/2026	09/08/2026	100.00

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500330		TRAINING		Y-Apprv	N	432.80
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	51.83

City of Carson City
PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
16560	**********3420	KASIE SALDANA	7200	092026	New	2027/02	36.22

GL Effective Date: 08/10/2026 Invoice Date: 08/10/2026

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
120861	MICHAELS - GIFT BASKET SUPPL	P-CARD OTP VENDOR		09/02/2026	09/03/2026	09/08/2026	26.23
120862	AMAZON - E6000 Plus Multi-pu	P-CARD OTP VENDOR		09/03/2026	09/04/2026	09/08/2026	9.99

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625		OPERATING SUPPLIES		Y-Apprv	N	26.23
7407254	500625		OPERATING SUPPLIES		Y-Apprv	N	9.99