

Memorandum

To: UTA Board of Directors

From: Bob Prewitt, Treasurer

Subject: Univest Bank Report for November 2020

Date: November 11, 2020

Checks written since 10/19/2020

Check #	Date	Amount	Paid To	Reason
Debit Card 6724	11/03/2020	(\$6.00)	Google SVCSApps	Gsuite - Monthly Subscription
7296	11/05/2020	(\$237.50)	Susan Prewitt	Bookkeeping Invoice #3

The checkbook balance as of 11/11/2020 is \$23,491.94

NOTE: Check numbers in RED have not been cashed.

When and if financial obligations are made, please contact me so I may confirm availability of funds.

Please submit requests for reimbursement accompanied by applicable invoice/receipts as soon as possible after the expenditure

Ensure vendors forward invoice to support payments preferably before the sums are paid to: UTA c/o Bob Prewitt, 1629 Hatboro Road, Richboro, PA 18954. Each transaction must be supported by an invoice or receipt of file.

UTA checks not process after 120 days may be stopped.