

Memorandum

To: UTA Board of Directors
From: John Jennings, Treasurer
Subject: Univest Bank Report for April 2019
Date: April 15, 2019

Checks written since 3/18/2019

Check #	Date	Amount	Paid To	Reason
7258	4/13/2019	45.60	Craig Lewis	Embossing stamp
Debit Card 1736	4/08/2019	18.20	USPS-Huntsville, MO	Shipped 1 Artisan
7257	4/05/2019	135.50	John Jennings	1099s & logo for embossing stamp
	4/02/2019	6.15	First Data	Credit Card Fees
Debit Card 6724	4/02/2019	5.00	GOOGLE * SVCSAPPS	GSuite – Monthly Subscription
7256	4/01/2019	240	John Jennings	World Show Badges
Debit Card 1736	4/01/2019	76.75	USPS-Huntsville, MO	Shipped 2 Artisans OH, Quebec
Debit Card 1736	3/28/2019	55.30	USPS-Huntsville, MO	Shipped 2 Artisans NY, NM
Debit Card 1736	3/26/2019	65.30	USPS-Huntsville, MO	Shipped 2 Artisans IL, VA
Debit Card 1736	3/25/2019	39.80	USPS-Huntsville, MO	Shipped 2 Artisans MT, IA

The check book balance as of 4/15/2019 is \$14,660.03

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 invoices/receipts as soon as possible after the expenditure

Ensure vendors forward invoices to support payments preferably before the sums are paid to: UTA C/O John Jennings, 9119 W. Stebbinsville Rd., Edgerton, WI 53534. Each transaction must be supported by an invoice or receipt on file.

UTA checks not processed after 120 days may be stopped.