

Memorandum

To: UTA Board of Directors
From: John Jennings, Treasurer
Subject: Univest Bank Report for December 2019
Date: December 16, 2019

Checks written since 11/17/2019

Check #	Date	Amount	Paid To	Reason
7273	12/16/2019	1,191.43	John Jennings	Econoprint Calendars
7272	12/16/2019	900.00	Breakthrough Magazine	Fall Issue advertisement
	12/05/2019	.24	PayPal VerifyBank	.24 deposited to offset verification
	12/02/2019	25.00	First Data	Credit Card Fees
Debit Card 6724	12/02/2019	6.00	GOOGLE * SVCSAPPS	GSuite – Monthly Subscription

The check book balance as of 12/16/2019 is \$7,186.26

Note: Check numbers in RED have not been cashed. (\$2,091.43)

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.