

Memorandum

To: UTA Board of Directors
 From: John Jennings, Treasurer
 Subject: Univest Bank Report for February 2020
 Date: February 17, 2020

Checks written since 1/13/2020

Check #	Date	Amount	Paid To	Reason
Debit Card 6724	2/14/2020	24.75	USPS Richboro, PA	Shipping TShirts & Polos
Debit Card 1736	2/10/2020	65.90	USPS Huntsville, MO	Artisan Shipping – SD, MT, IA
Debit Card 6724	2/07/2020	232.14	Walnut Creek Hardwoods	18 Artisan Award Panels
7275	2/02/2020	775.35	Tony Finazzo' Taxidermy	Artisan Bears / Shipping
7274	1/02/2020	609.00	Montana XL Design	8 Artisans & Shipping
Debit Card 6724	2/03/2020	6.00	GOOGLE * SVCSAPPS	GSuite – Monthly Subscription
Debit Card 6724	1/29/2020	154.04	Walnut Creek Hardwoods	12 Artisan Award Panels
Debit Card 1736	1/16/2020	18.20	USPS Huntsville, MO	Artisan Shipping - Australia
Debit Card 1736	1/15/2020	61.80	USPS Huntsville, MO	Artisan Shipping – IL, PA, ND
Debit Card 5375	1/14/2020	121.36	USPS Rosemont Ave - Tucson, AZ	Shipping Membership Packets
Debit Card 1736	1/14/2020	28.45	USPS Huntsville, MO	Artisan Shipping – UT
Debit Card 1736	1/13/2020	184.55	USPS Huntsville, MO	Artisan Shipping – FL, GA, VA, MS, MI, WI, Hungary
Debit Card 1736	1/13/2020	19.60	USPS Huntsville, MO	Artisan Shipping – Ontario

The check book balance as of 2/17/2020 is \$6,760.98

Note: Check numbers in RED have not been cashed. (\$775.35)

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.