

Memorandum

To: UTA Board of Directors

From: John Jennings, Treasurer

Subject: Univest Bank Report for February 2019

Date: February 18, 2019

Checks written since 1/13/2019

Check #	Date	Amount	Paid To	Reason
Debit Card 1736	1/16/2019	32.98	Walmart	Shipping Supplies.
Debit Card 1736	1/16/2019	158.20	USPS-Huntsville, MO	Shipped 6 Artisans.
Debit Card 1736	1/22/2019	33.70	USPS-Huntsville, MO	Shipped promotional items to Jeff Whitlock.
Debit Card 1736	1/24/2019	25.95	USPS-Huntsville, MO	Shipped promotional items to Bob Prewitt.
7253	1/28/2019	1,236.56	John Jennings	Reimbursement for promotional items.
7254	1/28/2019	50.00	Perry Mecutchen PEM Accounting Services	Send, Collect, Count ballots for 2018 election.
7255	1/29/2019	125.00	Susan Prewitt	Bookkeeping services.
Debit Card 6724	2/04/2019	5.00	GOOGLE * SVCSAPPS	GSuite – Monthly Subscription
	2/04/2019	16.36	First Data	Credit Card Fees
Debit Card 5375	2/07/2019	56.15	USPS-Tucson, AZ	Mailed member certificates and bought stamps.
Debit Card 1736	2/13/2019	82.80	USPS-Huntsville, MO	Shipped 4 Artisans.

The check book balance as of 2/18/2019 is \$14,726.87

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.