

Memorandum

To: UTA Board of Directors
From: John Jennings, Treasurer
Subject: Univest Bank Report for January 2020
Date: January 13, 2020

Checks written since 12/16/2019

Check #	Date	Amount	Paid To	Reason
Debit Card 1736	1/08/2020	42.45	ULINE	Shipping boxes for Artisans
7274	1/02/2020	609.00	Montana XL Design	8 Artisans & Shipping
	1/02/2020	25.00	First Data	Credit Card Fees
Debit Card 6724	1/02/2020	6.00	GOOGLE * SVCSAPPS	GSuite – Monthly Subscription
Debit Card 5375	1/02/2020	106.64	USPS Rosemont Ave - Tucson, AZ	Mailing Artisan Calendars

The check book balance as of 1/13/2020 is \$6,083.84

Note: Check numbers in RED have not been cashed. (\$609.00)

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.