

Memorandum

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

Checks written since 5/27/2019

Check #	Date	Amount	Paid To	Reason
7262	6/13/2019	500.00	Gail Tout	Drury Hotel Deposit 2020 Expo - Witchita
7261	6/10/2019	3,101.51	John Jennings	Banners, Flyers, Shipping to BOD
Debit Card 1736	6/10/2019	8.30	USPS PO Huntsville MO	Ship Jim Shockey photo to NE show
Debit Card 1736	6/10/2019	6.45	Walmart Moberly MO	Picture Frame/Mailer Jim Shockey Photo
Debit Card 1736	6/07/2019	44.35	USPS PO Huntsville MO	Shipped Artisans
Debit Card 1736	6/04/2019	74.10	USPS PO Huntsville MO	Shipped Artisans
Debit Card 1736	6/04/2019	42.18	Walmart Moberly MO	Shipping Supplies
	6/03/2019	31.49	First Data	Credit Card Fees
Debit Card 6724	6/03/2019	6.00	GOOGLE * SVCSAPPS	GSuite – Monthly Subscription
Debit Card 5375	5/29/2019	6.00	USPS PO Tucson AZ	Shipping Member Packets

The check book balance as of 6/16/2019 is \$15,066.28

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.