

Memorandum

To: UTA Board of Directors
From: John Jennings, Treasurer
Subject: Univest Bank Report for March 2020
Date: March 15, 2020

Checks written since 2/17/2020

Check #	Date	Amount	Paid To	Reason
Debit Card 6724	3/02/2020	6.00	GOOGLE * SVCSAPPS	GSuite – Monthly Subscription
7267	2/28/2020	50.00	The Parkinson Association of the Rockies	John Lager Donation
Card Debit 5375	2/24/2020	33.60	USPS Richboro, PA	Shipping Polo Shirts / T-Shirts
Debit Card 1736	2/24/2020	21.10	USPS Huntsville, MO	Shipped Medallions to Walnut Creek
7275	2/21/2020	775.35	Tony Finazzo's Taxidermy	Artisan Bears / Shipping
Card Debit 5375	2/21/2020	21.10	USPS Richboro, PA	Shipping Polo Shirts / T-Shirts
Debit Card 1736	2/20/2020	100.95	USPS Huntsville, MO	Shipping show material to new directors
Debit Card 1736	2/20/2020	8.70	USPS Huntsville, MO	Shipping Artisan stamp kit to Rustin
Debit Card 1736	2/19/2020	98.35	USPS Huntsville, MO	Shipped Artisans – OH, CA, MN, NY

The check book balance as of 3/15/2020 is \$6,657.64

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.