

Memorandum

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

Checks written since 4/12/2020

| Check # | Date | Amount | Paid To | Reason |
|--------------------|-----------|--------|-------------------|----------------------------------|
| Debit Card 6724 | 5/04/2020 | 6.00 | GOOGLE * SVCSAPPS | GSuite – Monthly Subscription |

The check book balance as of 5/17/2020 is \$23,214.56

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.