

Memorandum

To: UTA Board of Directors
From: John Jennings, Treasurer
Subject: Univest Bank Report for May 2019
Date: May 27, 2019

Checks written since 5/3/2019

Check #	Date	Amount	Paid To	Reason
Debit Card 1736	5/17/2019	36.40	USPS-Huntsville, MO	Shipped Artisans
7260	5/13/2019	54.95	Rocking Horse Wood Works	Lifetime Member Plaque – Ken Walker

The check book balance as of 5/27/2019 is \$14,597.15

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.