

Memorandum

To: UTA Board of Directors
From: John Jennings, Treasurer
Subject: Univest Bank Report for May 2019
Date: May 3, 2019

Checks written since 4/15/2019

Check #	Date	Amount	Paid To	Reason
Debit Card 6724	5/02/2019	5.90	GOOGLE * SVCSAPPS	GSuite – Monthly Subscription
	5/02/2019	93.26	First Data	Credit Card Fees
7259	4/26/2019	45.60	Craig Lewis	UTA embossing stamp.
7258	4/26/2019	605.22	Walnut Creek Hardwoods	Bases for Artisan Awards
Debit Card 6724	4/28/2019	48.90	USPS-Richboro, PA	Shipped materials to World Show
Debit Card 1736	4/15/2019	24.75	USPS-Huntsville, MO	Shipped Artisans

The check book balance as of 5/3/2019 is \$14,135.50

Note: Check numbers in RED have not been cashed.

Note: Check number 7258 was recorded payable to Craig Lewis on the April 2019 Treasurer's Report in error. Check 7258 was written to Walnut Creek Hardwoods on 4/26/2019. Check 7259 was written to Craig Lewis on 4/26/2019.

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.