

Memorandum

To: UTA Board of Directors
From: John Jennings, Treasurer
Subject: Univest Bank Report for November 2019
Date: November 17, 2019

Checks written since 10/11/2019

Check #	Date	Amount	Paid To	Reason
7271	11/17/2019	98.96	Tony Finazzo's Taxidermy	Shipping cost on 8 Artisan Sculptures
7270	11/17/2019	34.00	Jesse Townsend	Refund – Disabled Vet / No Charge
7269	11/17/2019	400.00	Tony Finazzo's Taxidermy	8 Artisan Sculptures
7268	11/07/2019	1,153.77	John Jennings	Expo Flyers - Econoprint
	11/04/2019	25.00	First Data	Credit Card Fees
Debit Card 6724	11/04/2019	357.00	Walnut Creek	UTA Polo Shirts Embroidered
Debit Card 6724	11/04/2019	6.00	GOOGLE * SVCSAPPS	GSuite – Monthly Subscription
Debit Card 6724	10/25/2019	818.00	Walnut Creek	UTA T-Shirts / Lanyards

The check book balance as of 11/17/2019 is \$7,068.00

Note: Check numbers in RED have not been cashed. (\$532.96)

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.