



**HEADQUARTERS PUERTO RICO WING
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY**
PO Box 192460
San Juan PR 00919-2460

PUERTO RICO WING DEPOSIT (WING LEVEL)

1. Date: _____

3. Date of Deposit: _____

2. Account: _____

4. Sub-account: _____

5. List of Deposits:

	a. RECEIVED FROM	b. ACCOUNT NUMBER	c. CHECK # OR CASH	d. AMOUNT
Line 1	_____	_____	_____	_____
Line 2	_____	_____	_____	_____
Line 3	_____	_____	_____	_____
Line 4	_____	_____	_____	_____
Line 5	_____	_____	_____	_____
Line 6	_____	_____	_____	_____

6. TOTAL OF DEPOSIT _____

7. _____
Name of the depositor

8. _____
Signature

Puerto Rico Wing Form 1 – Instructions

Deposit for Wing Level

This form will be used for deposits in the Wing accounts different from the ones in the Wing Banking Program (WBP). This form must be completed entirely and accompanied by the bank deposit slip. After completion, must be submitted to the WA and the Director of Finance no later seven (7) days after the deposit day. If the deposit is from a donation, evidence must be submitted with this form.

Instructions:

1. Date on which this document is being completed. The format must be DD MMM YYYY (ex. 24 FEB 1981)
 2. Account where the deposit will be allocated (ex., Operations, Activities, DL, other, etc.)
 3. Date in which the bank deposit was made.
 4. Sub account where the deposit will be allocated (Ex., Transportation, Cadet program, Wing Conference, etc.)
 5. In line 1 thru 6 break down the monetary transactions that were included in this deposit.
 - a. Under line a, RECEIVED FROM, enter under what concept or from whom the money was received. (ex., member quote, cadets, fundraising, etc.)
 - b. Under line b, ACCOUNT NUMBER, enter the account number corresponding to the type of income received. You must consult the account chart.
 - c. Under line c, CHECK # OR CASH, enter how the money was received (check or cash). If the income was received thru a check, you must enter the check number.
 6. Enter the sum of all the transactions that are in line d This number must reflect the total of check amount.
- 7-8 Name and the signature of the person doing the deposit.