



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

PUERTO RICO WING DEPOSIT (FOR UNITS BELOW WING LEVEL)

1. Date: _____

2. Date of Deposit: _____

3. Unit name: _____

4. Charter Number: _____

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 Unit Finance Officer

8. _____
Signature

Puerto Rico Wing Form 2 - Instructions

Puerto Rico Wing Deposit – For Units Below Wing Level (WBP)

Every time a bank deposit or various deposits to WBP, units accounts are made.

This form must be submitted with the bank deposit slip to validate the transaction for the proper reconciliation. If there is a donation you must submit the evidence along with this form. Is very important that all documents must be filled entirely, and the information must be very specific. After completion, all documents must be submitted to the Wing Administrator and Director of Finance within seven (7) days after the deposit.

Filling Instructions.

1. Date on which this document is being completed. The format must be DD/MMM /YYYY (ex. 24 FEB 1981)
2. Date in which the bank deposit was made.
3. Unit name. (ex. Cristal III Cadet Squadron)
4. Unit Charter number. (SER-PR-###)
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; it's online.
 - 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.
 - d. Underlined, AMOUNT, enter the amount of the cash or check received.
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 signature of Unit Finance Officer.