

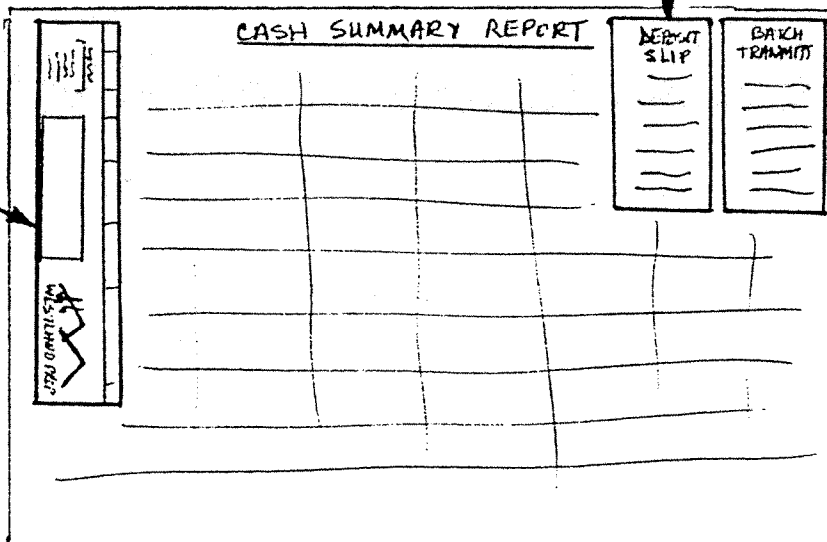
BATCH PROCESSING/DISTRIBUTION

The various parts of the system are distributed as follows:

1. Tenant - If a receipt is issued, the tenant receives the original.
2. Project - The batch transmittal slip (copy) and the deposit slip (yellow) are stapled together in the upper right hand corner of the cash summary report (bottom copy). The batch is then filed in the project cash summary report binder on top of the last batch.
3. Westland - Mail by certified mail (do not require "return receipt"):
 - a. Deposit slip (original) with all checks and money orders ENDORSED AND STAPLED in the order listed on the deposit slip. For Albuquerque projects, managers will make deposits directly to the bank; but spot checks will be made from time to time.
 - b. RA-11 Move-out forms - MUST accompany the "Cash Summary Report" on which the final move-out entry was posted. **NO EXCEPTIONS.**
 - c. RENT-FACS Move-out forms - A form must be included for each move-out listed on the "cash summary report". (Rent Facs for move-ins must accompany the month-end report).
 - d. Batch Transmittal (Original) and the deposit slip (pink) are stapled together on the front of and in the upper right hand corner of the cash summary report (1st copy). Any tenant receipts (copy) issued on the "cash summary report" are stapled in the upper left corner.
4. Miscellaneous Deposits - Same procedures as above except staple deposit slip to the left of the batch transmittal on "cash summary reports".

Misc. deposit slip stapled to the left of the batch transmittal.

Receipts in the order they were issued are stapled on front, in upper left hand corner of cash report.



Batch transmittal on top
 Pink deposit slip underneath batch transmittal.
 Both are stapled on front of, in upper right hand corner of cash report.