


DEPOSIT SLIP (Miscellaneous Receipts)

1. Deposits slips are always filled out in Triplicate.
2. All project income received that did not come from an individual tenant will be deposited separately from batch transmittals generated on the pegboard system. Examples are checks from laundry companies, telephone company, etc.
3. On bad debt collections from old tenants who left owing money, list resident's name and unit number on the deposit slip. Do not RECORD bad debt collections on the pegboard system, but mark the tenant file that a payment has been made.



First Interstate Bank
First Interstate Bank of Albuquerque
P.O. Box 13419
Albuquerque, NM 87192

DATE	DOLLARS	CENTS
CURRENCY		
COIN		
CHECKS (LIST SEPARATELY)		
1. <i>WEB SERVICE CO.</i>	<i>394</i>	<i>00</i>
2. <i>(JUNE LAUNDRY)</i>		
3.		
4.		
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26.		
27.		
TOTAL FROM OTHER SIDE OF ATTACHED LIST		
TOTAL	394	00

A HOLD FOR UNCOLLECTED FUNDS MAY BE PLACED ON CHECKS OF SIMILAR INSTRUMENTS YOU DEPOSIT. ANY DELAY WILL NOT EXCEED THE PERIOD OF TIME PERMITTED BY LAW.

Name of Payor

Explanation of the deposit

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Distribution: 1 - original to Westland (bank)
 1 - (pink) Westland's cash summary report (stapled)
 1 - (yellow) Project's cash summary report (stapled)