IOWA WING HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
PO Box 1002
Johnston, IA 50131

RESET FORM

DEPOSIT ADVICE

Unit Charter Number:	Date of Deposit:
Unit Charter Name:	Total Amount: $ 0.00

Funds Allocation

Date	Received From and Description	Chart of Accounts	Amount

Actions

Submitted By	CAPID	Phone

BEFORE MAKING DEPOSIT: Complete this form, then make copies of all checks and the handwritten deposit slip.

AFTER DEPOSIT IS MADE: Attach the copies of all checks, the handwritten deposit slip and the deposit receipt from the bank/credit union to this form, then scan and email the package to the Iowa Wing Bookkeeper with a copy to the Wing Director of Finance. Be sure to add the word ENCRYPT to the subject line of the email.

NOTE: In cases where the bank/credit union isn't nearby, attach all checks** to this form and mail to the above Wing address and the Wing will make the deposit.

*** So as to avoid sending cash through the postal system, units holding liquid funds to be deposited into their respective Wing Banker account -- and not having access to a Greater Iowa Credit Union branch -- may use the cash assets to back a personal bank check which is then mailed to the Wing post office box.***