

Instructions for completing MIWG Form 173D
Deposit Notice for Michigan Wing

Use

This form is to be completed per CAPR 173-1. If you have any questions on how to complete this form, please contact the Wing Finance Officer.

Purpose

The purpose of this form is to have deposits recorded correctly to unit and credited to account designated on budget submission.

How

Section I. Place the unit name and number at top of page.

Second line is for contact person information of person who physically made the deposit.

Section II. Deposit Information section includes Deposit Date which is date you deposited funds. Branch Number or City, State is the branch funds were deposited at.

Check Number is to be completed when a check has been deposited. If depositing cash, enter the word "Cash". Received from is name of person/company funds were received from. Memo would be used to explain the reason for the income (supplies, insignia, etc...). CAP Account No. is the account number to post deposit to (the number you allocated on the budget). Item Amount is amount to designate to the account number designated on previous box. Use one large box per check. Use smaller boxes to split up amounts for various accounts.

Total Amount should be total amount of check or cash from individual/company listed in Received From box.

Deposit Total should be grand total of amount deposited in bank.

When

This form is to be completed for each deposit made by unit.

Submit

This form must be completed and submitted ***along with copy of bank deposit receipt*** by email to cmagyar@capnhq.gov, faxed to (586) 239-6795 or mailed to:

Civil Air Patrol Michigan Wing
43401 N. Jefferson
Bldg. 825, Rm 317
PO Box 450048
Selfridge ANGB MI 48045-0048