



# NEVADA WING CIVIL AIR PATROL

## 173-2 DEPOSIT ADVICE WORKSHEET



Date of Deposit \_\_\_\_\_ Unit \_\_\_\_\_

Received from: Last Name, First Name	Description/Purpose of the Deposits	Check # or Cash	Amount
<b>Total of all Deposits:</b>			

Name of Depositor: \_\_\_\_\_

Title of Depositor: \_\_\_\_\_

## Completing the NVCAPFW 173-2

10 Dec 2020

As established by the Nevada Wing Financial Management Policy, deposits will be documented with the NVCAPW 173-2. All funds collected by units or activity directors must be deposited. No cash is to be held to pay for activity or unit expenses. The NVCAPW173-2 will be completed electronically and submitted along with the bank-generated deposit slip and scans of all checks/money orders as well as copies of receipts for cash deposits to the Wing Administrator. Bank fees incurred by the Wing for obtaining online copies of deposit slips will be billed to the squadron. Unclaimed deposits will be held by Nevada Wing until the proper NVCAPW 173-2 and documentation has been submitted to the Wing Administrator.

**Received from:** List the name, company, or organization where the individual deposit is from

**Description:** Explain clearly the purpose for the deposit.

**Check # or Cash:** For each deposit list the check number on the top right corner of each check. If payment was in cash, list "Cash" in the line

**Amount:** Write the amount being deposited from the individual, company, or organization being deposited.

**Depositor:** The deposit will be made by the unit commander or finance officer. List the name and the title of the person making the deposit.