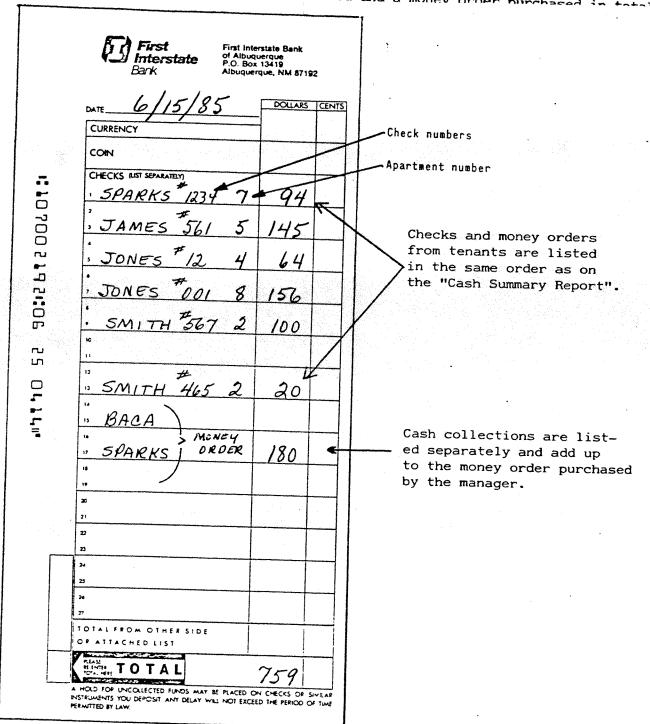
- 1. Deposit slips are always filled out in triplicate.
- 2. Deposit slips are not filled out until the "Batch Transmittal" is complete and balanced. Deposit slip total must equal Col. 6 of Cash Report and "Total Deposited" on the Batch Transmittal.
- 3. For projects that mail their deposits to Westland, all "cash" collected on the summary report must be consolidated and a money order purchased in total



Distribution:

- 1 Original to Westland (bank)
- 1 (pink) Westland's Cash Summary Report (Stapled)
- 1 (Yellow) Project's Cash Summary Report (Stapled)