



## CHECK REQUEST - NON-MANUAL -

Property managers must fill in "\*" items

*DATE OF REQUEST:	08-08-2013	*CHECK DUE DATE:	
*PROPERTY NAME:	The Dana Point	*PROPERTY #	0554
*CHECK PAYABLE TO:	Thomas Peterson		
*ADDRESS:	1415 E. Central Road, Unit #112B		
CITY, STATE, ZIP CODE	Arlington Heights, IL 60005		
*CHECK AMOUNT	\$	10.00	
*CHARGE TO ACCOUNT#	DM		
*EXPLANATION:	*Backup Attached <input checked="" type="checkbox"/> (Request will not be processed without back-up)		
Deposit refund for sauna key returned to office on 8/8/13.			
Note Any special delivery instructions should be noted on the weekly voucher report, at the time of approval. If nothing is noted on the voucher, the check will be sent via regular US mail.			
*REQUESTED BY	Lisette Ray, Property Manager Name and title		
*APPROVED BY	Regional Director/District Manager name and signature		
NEW VENDOR TAX ID NUMBER:			
W-9 Attached:	YES <input type="checkbox"/> NO <input type="checkbox"/>		

ACCOUNTING DEPT. USE

VENDOR#	
VOUCHER#	

THOMAS H. PETERSON  
1415 E. CENTRAL RD. #112B  
ARLINGTON HEIGHTS, IL 60005

70-2030/719

545

DATE

3.19.13

PAY TO  
THE ORDER OF

DANA PT. CONDO ASSOC.

\$ 10.00

9. DECIDE: WALLET OR DEBIT CARD

 **Mount Prospect  
State Bank**  
A branch of Glenview State Bank  
Mount Prospect, IL 60056

DOLLARS



Security Features  
Included  
Details on Back

MEMO Sauna Key

⑆071920300⑆

40004195⑈ 00545

*[Signature]*

MP

SPECIALLY MADE

Miscellaneous Cash Receipts

Property # 0554 Property Name Dana Point Today's Date 3/20/13  
Unit # B112 Owner Name Thomas Peterson  
Account # PM Description Sauna Key  
Deposit  
Your Name Lisette Ray Date Entered 1/1 By

*[Signature]* returned 8/8/13  
mail deposit back