



**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:	<input checked="" type="checkbox"/> *Backup Attached <small>(Request will not be processed without back-up)</small>		
Deposit refund for sauna key returned to office on 8/8/13.			
<i>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.</i>			
*REQUESTED BY	Lisette Ray, Property Manager <i>Name and title</i>		
*APPROVED BY	<i>Regional Director/District Manager name and signature</i>		
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

TED

DOLLARS

Security Features  
Presented  
Identified on Back

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

MEMO Sauna Key

100719203001 40004195# 00545

J.P.H.

MP

SPECIALTY LINE

Miscellaneous Cash Receipts

Property # 05541 Property Name Dana Point Today's Date 3/22/13

Unit # 3112 Owner Name Thomas Peterson

Account # DM Description Sauna Key

Deposit

Your Name L. Sette Ray Date Entered / / By \_\_\_\_\_

*(Signature)* returned 8/8/13  
mail deposit back