

Name: \_\_\_\_\_

Date: Jan. 14, 2021

### **Writing a Cheque**

#### **Part A**

**Task:** Read and follow the instructions.

1. Use the blank cheque on the next page.
2. Write your name, address and phone number on the cheque.
3. Write tomorrow's date.
4. Write "Anderson Public School" as the payee.
5. Write a cheque for \$33.00
6. Sign the cheque.
7. Write "school field trip" for the memo.

#### **Part B.**

**Task:** Answer the following questions.

1. What is the account number?
2. What is the cheque number?
3. What is the cheque for?

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		<b>DATE</b> <table border="1" style="display: inline-table; text-align: center; width: 20px; height: 20px;"><tr><td> </td></tr></table> <table border="1" style="display: inline-table; text-align: center; width: 20px; height: 20px;"><tr><td> </td></tr></table> <table border="1" style="display: inline-table; text-align: center; width: 20px; height: 20px;"><tr><td> </td></tr></table> <table border="1" style="display: inline-table; text-align: center; width: 20px; height: 20px;"><tr><td> </td></tr></table> <table border="1" style="display: inline-table; text-align: center; width: 20px; height: 20px;"><tr><td> </td></tr></table> <table border="1" style="display: inline-table; text-align: center; width: 20px; height: 20px;"><tr><td> </td></tr></table> <table border="1" style="display: inline-table; text-align: center; width: 20px; height: 20px;"><tr><td> </td></tr></table> <table border="1" style="display: inline-table; text-align: center; width: 20px; height: 20px;"><tr><td> </td></tr></table>								
<b>MY BANK</b>										
<b>PAY TO THE ORDER OF</b>		<b>\$</b> <table border="1" style="display: inline-table; width: 150px; height: 30px;"></table>								
		<div style="display: flex; align-items: center; justify-content: flex-end;"><div style="border-bottom: 1px solid black; width: 50px; margin-right: 5px;"></div><b>DOLLARS</b></div> <div style="text-align: center; margin-top: 5px;">100</div>								
<b>MEMO</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 250px;"></span> <b>X</b> <span style="border-bottom: 1px solid black; display: inline-block; width: 250px;"></span>										
<div style="display: flex; justify-content: space-between;"><span>⑈009⑈</span><span>⑆5505⑈007⑆</span><span>000000078907⑈</span></div>										