



COMPLETED CHECK STUB

1 NO. 1 \$ 275.00

2 Date August 3 20--

To Port City Supply Co. **3**

For Supplies **4**

BAL. BRO'T. FOR'D.		0	00
AMT. DEPOSITED	<u>8</u> <u>1</u> --	5,000	00
SUBTOTAL	Date	5,000	00
OTHER:			
SUBTOTAL		5,000	00
AMT. THIS CHECK		275	00
BAL. CAR'D. FOR'D.		4,725	00

5

6

1. Write the amount of the check.
2. Write the date of the check.
3. Write to whom the check is to be paid.
4. Record the purpose of the check.
5. Write the amount of the check.
6. Calculate the new checking account balance.