Play Checkbook Template

Reference | Reference | A4

Classroom practice

Use the sample fields with the amounts in these exercises. The blank face and register are for classroom play.

SAMPLE • CLASSROOM PLAY ONLY • NOT NEGOTIABLE

Check number _____ Date _____

Payee _____ Amount _____

Amount in words _____

Memo _____ Sample signature _____

CLASSROOM PLAY REGISTER • SAMPLE ONLY

Check number	Date	Payee	Paid out	New balance

Play Checkbook Template

Reference | Worked example | A4

Original prompt

Starting balance 100.00. Write check 101 dated May 3 to Sam Lee for 12.50, memo 'book fair', then record it in the register.

SAMPLE • CLASSROOM PLAY ONLY • NOT NEGOTIABLE

Check number: 101

Date: May 3

Payee: Sam Lee

Amount: 12.50

Amount in words: Twelve and 50/100 dollars

Memo: book fair

Sample signature: Sample mark

CLASSROOM PLAY REGISTER • SAMPLE ONLY

Check number	Date	Payee	Paid out	New balance
101	May 3	Sam Lee	12.50	87.50

Answer

Check 101 is marked “SAMPLE • CLASSROOM PLAY ONLY • NOT NEGOTIABLE” and has no bank, routing or account-number fields. Date May 3; payee Sam Lee; number box 12.50; words “Twelve and 50/100 dollars”; memo “book fair”; fictional sample signature mark. Register row: 101 | May 3 | Sam Lee | paid out 12.50 | balance 87.50.

Reasoning

The number box and the written words both express twelve and 50/100, so the check is internally consistent. The register subtracts the paid-out amount from the starting balance: 100.00 minus 12.50 equals 87.50.

Check

Confirm the check face visibly says “SAMPLE • CLASSROOM PLAY ONLY • NOT NEGOTIABLE” and has no bank, routing or account-number fields. Compare the number box with the words, then subtract the paid-out amount from the starting balance and confirm the register balance matches.