

Name _____



Payment Approval

Directions: For each payment request, choose the correctly completed check.

Each check lists:

Date | Payee | Numeric amount | Written amount | Memo | Signature.

1 Request: Jan. 6, 2027 Metro Paper Co. \$84.50 Printer paper A Jan. 6 Metro Paper Co. \$84.50 Eighty-four and 50/100 Printer paper Jamie Reed B Jan. 6 Metro Paper Co. \$84.05 Eighty-four and 05/100 Printer paper Jamie Reed C Jan. 9 Metro Paper Co. \$84.50 Eighty-four and 50/100 Printer paper Jamie Reed Answer:	2 Request: Jan. 10, 2027 Bright Electric \$126.08 Electric bill A Jan. 10 Bright Electric \$126.08 One hundred twenty-six and 80/100 Electric bill Jamie Reed B Jan. 10 Bright Electric \$126.08 One hundred twenty-six and 08/100 Electric bill Jamie Reed C Jan. 10 Bright Electric \$126.08 One hundred twenty-six and 08/100 Water bill Jamie Reed Answer:
3 Request: Jan. 14, 2027 Quick Repair \$215.75 Copier repair A Jan. 14 Quick Repair \$215.75 Two hundred fifteen and 75/100 Copier repair Jamie Reed B Jan. 14 Quick Repairs \$215.75 Two hundred fifteen and 75/100 Copier repair Jamie Reed C Jan. 14 Quick Repair \$215.75 Two hundred fifteen and 75/100 Copier repair Jamie Lee Answer:	4 Request: Jan. 19, 2027 City Water \$69.40 Water bill A Jan. 19 City Water \$69.04 Sixty-nine and 04/100 Water bill Jamie Reed B Jan. 19 City Water \$69.40 Sixty-nine and 40/100 Water bill Jamie Reed C Jan. 19 City Water \$69.40 Sixty-nine and 40/100 Electric bill Jamie Reed Answer:
5 Request: Jan. 23, 2027 Clean Office Co. \$150.00 Cleaning A Jan. 23 Clean Office Co. \$150.00 One hundred fifty and 00/100 Cleaning Jamie Reed B Jan. 23 Clean Office Co. \$150.00 One hundred fifteen and 00/100 Cleaning Jamie Reed C Jan. 25 Clean Office Co. \$150.00 One hundred fifty and 00/100 Cleaning Jamie Reed Answer:	6 Request: Jan. 28, 2027 WebWorks \$92.65 Website service A Jan. 28 WebWorks \$92.65 Ninety-two and 65/100 Website service Jamie Lee B Jan. 28 WebWorks \$92.65 Ninety-two and 65/100 Website service Jamie Reed C Jan. 28 WebWorks \$92.56 Ninety-two and 56/100 Website service Jamie Reed Answer: