

Name _____

Payment Approval Answer Key

1. A
2. B
3. A
4. B
5. A
6. B

Teacher's Guide

- Quick implementation: Tell students to compare all six check fields with each payment request before choosing an answer.
- Differentiation: Have students check the date, payee, amounts, memo, and signature one field at a time.
- Differentiation: For added challenge, ask students to identify the specific error in each rejected option.
- Engagement: Let students act as payment clerks who must approve only checks with completely accurate information.
- Extension: Have students create one payment request and three check options, with only one option completely correct.