36. **Attach the spreadsheet you created for Erica.**

37. **Fill out the following check and check stub using the information you were given.**

BOOKENDS AND ACADEMIC APPAREL
123 ROLLING RIVER
COLLEGE TOWN, AL 12345

NO.

3-4/553

_______________ 20 ____

PAY TO THE
ORDER OF _______________________ $__________

_______________________________ DOLLARS

1st NATIONAL BANK

FOR ______________ ______________

:081123450 06 1234567 123

CHECK STUB

NO.	__________ 20____	
PAY TO		
FOR		
	Dollars	Cents
BALANCE FORWARD		
DEPOSITS		
TOTAL		
AMOUNT THIS CHECK		
BALANCE		

38. **Fill out the following expense report.**

Expense Report

Name:	
Start Date:	
End Date:	

Purpose:	

Date	Description	AirFare	Hotel	Meals	Misc.	Rental Car	Total
Total:							