

Office Administrator

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