

Task Title: Write Cheques to Pay Invoices

OALCF Cover Sheet - Practitioner Copy

Learner Name:					
Date Started:					
Date Completed:					
Successful Completion	: Yes No				
Goal Path:	Employment		Apprenticeship		
Secondary School	Post Secondary		Independence		

Task Description: Read invoices and write a cheque to pay each one.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Complete and create documents/B3.1a

Materials Required:

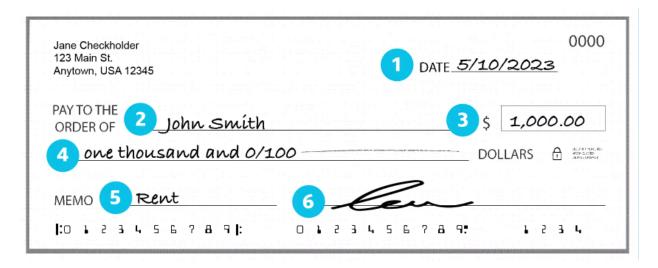
• Pen/pencil and paper and/or digital device

Learner Information

In many workplaces, cheques are written to pay invoices. Many people also use cheques to pay things like monthly rent payments.

Read "How to Write a Cheque" and scan the "Cheque Template".

How to Write a Cheque



1. Date the cheque

Write the date in the top right corner of the cheque.

2. Fill in the recipient's name

The recipient is the business or person to whom you're writing a cheque. The field for the recipient's name usually begins with "Pay to the order of." Make sure this field is filled out correctly with the recipient's full name.

3. Write the dollar amount in numbers

There are two places where you need to write the dollar amount. The first location is to the right of the recipient's name. It's typically a small box for numbers only and usually begins with a dollar sign.

4. Write the dollar amount in words

The second location for the dollar amount is directly below the recipient's name. The amount should be spelled out in words. For example, if the amount of the cheque is \$1,000, write "one thousand."

To include the cents, use a fraction with "100" on the bottom. For example, if the cheque amount is \$44.99, write "forty-four and 99/100." Even if the dollar amount has no cents, it's typically best to include a "00/100" for clarity. For example, if you're writing a cheque for \$1,500, write out "one thousand, five hundred and 00/100."

5. Include a memo

In the memo line, write what the cheque is for. For example, an invoice number or the specific month the rent is being paid for.

6. Sign the cheque

Sign the cheque on the line in the bottom right corner.

Cheque Template

	567
	DATE
PAY TO THE ORDER OF	\$
	DOLLARS

Work Sheet

Task 1: Use the cheque template to write a cheque to pay the following invoice.

Loopy Lighting Fixtures 21, Light Blvd. Toronto, ON M4F 0A0

Invoice #3021

Sold to: J. Rowlings

A.J. Dowling Construction Co.

321, Left Lane

Innisfil, ON L9S 000

May 15, 2024

43 #278 light fixtures @ \$14.75 each	634.25
6 cases 40watt light bulbs @ \$8.55 each	51.30
400' white plastic-coated wire @ .35 a foot	140.00
Subtotal	825.55
20% discount	(165.11)
HST (13%)	85.86
Total Due	\$746.30

Answer:

	DATE	5679
PAY TO THE ORDER OF	\$	
	D	OLLARS &
MEMO		, 4i

Task 2: Use the cheque template to write a cheque to pay the following invoice.

Hydro Ontario	Account Number: 08975-11231	
Electricity bill for:	Date: September 30 2024	
123 Main Street		
Anytown ON A2A 2A2		
Amount of your last bill	\$200.12	
Amount we received	<u>- \$200.12</u>	
Balance forward	\$0.00	
Your new charges	\$132.33	
Total amount now due by October 15 2024	\$132.33	
A penalty will apply for accounts overdue.		

Answer:

DATE
\$
DOLLARS É

Task 3: Use the cheque template to write a cheque for your monthly rent in the amount of \$1,250.00. The cheque should be dated for October 1, 2024. The rental company is "ABC Rental Inc.".

Answer:



Answers

Task 1:

	DATE _	October 1 20	024	5679
PAY TO THE Hydro Ontario		\$	132.33	
one hundred and thirty-two and 33/100			DOLI	ARS 🗗
MEMO Account Number 08975-11231	Sa	rah Pelton		

Task 2:

		5679
	DATE September	30, 2024
PAY TO THE CORDER OF Loopy Lighting Fixtures	\$	746.30
seven hundred and forty-six and 30/100		DOLLARS &
seven hundred and forty-six and 30/100 MEMO Invoice 3021	Sarah Pelton	

Task 3:



Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	make connections between sentences and between paragraphs in a single text			
	reads more complex texts to locate a single piece of information			
	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			
B3.1a	makes a direct match between what is requested and what is entered			
	makes entries using familiar vocabulary			

This task: Was successfully completed	Needs to be tried again	
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Learner Comments:

Learner (print):

Task Title: WriteChequesToPayInvoices_EI_A1.2_B3.1a

Instructor (print):