

A/P Check Forms

Laser Printer Check

Below is an illustration of the check form used with laser printers.

Invoice Number	Invoice Date	Invoice Amount	Invoice Gross	Invoice Discount	Invoice Net
106907460	8/01/09	1,651.43	1651.43	165.14	1486.29

Vendor Number	Check #	Pay Date	Total Discount	Total Net
16000 GENERAL MILLS, INC.	200633	8/09/09	165.14	1486.29

CHECK NO. 200633	
DATE 8/09/09	AMOUNT \$1486.29
PAY TO THE ORDER OF One thousand, Four hundred, Eighty-six DOLLARS & 29/100 GENERAL MILLS, INC. P.O. BOX 98243 LOS ANGELES CA 10006	
_____ AUTHORIZED SIGNATURE	

Invoice Number	Invoice Date	Invoice Amount	Invoice Gross	Invoice Discount	Invoice Net
106907460	8/01/09	1,651.43	1651.43	165.14	1486.29

Vendor Number	Check #	Pay Date	Total Discount	Total Net
16000 GENERAL MILLS, INC.	200633	8/09/09	165.14	1486.29

Continuous Printer Check

Below is an illustration of the check form used with continuous form printers.

INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT	INVOICE GROSS	INVOICE DISCOUNT	INVOICE NET
RJR3443	4/15/00	200.00	200.00	2.50	197.50

VENDOR NUMBER	CHECK #	PAY DATE	TOTAL DISCOUNT	TOTAL NET
12301	120182	5/05/00	2.50	197.50

*****197 Dollars and 50 Cents		CHECK NO. 120182	
		DATE 5/05/00	AMOUNT \$197.50
PAY TO THE ORDER OF	R.J. Reynolds Tobacco Company P.O. Box 123254 45255 North Wendall Street Mandeville	LA 70458	AUTHORIZED SIGNATURE