**Just for the Treasurer**

1. Use ink when writing checks.
2. Never erase if you make a mistake writing a check. Start a new check! Write “VOID” on the check with the error.
3. Be sure to date the check when it is written.
4. Enter the name of person or store to whom the check is written as close the “pay to the order of” as possible.
5. Do not leave a space between dollars and cents when writing in “box.”

Correct $10.34/100

Incorrect $10 34/100

1. Begin at the extreme left in writing the amount. Be sure the written amount agrees with the numeric amount. If a check is for less than one dollar, write the word “only” and then the amount.
2. Sign the check with your authorized signature, the same way you signed the signature card at the bank.