Writing a Check

If your organization’s form of payment is a check, please make sure that your check is written correctly in all fields included on the check.

- Name of recipient being paid.
- Written amount of payment must match amount in box #3.
- Purpose of the check/memo.
- Make sure that the date is correct.
- Place the full amount of the payment being made here.
- Do not forget to sign your name here.

Written amount of payment:

- Twenty three dollars and forty four cents
- $23.44

For:

- Mom’s flowers