

# How to Use the Register

LER 2651

**PreTend  
& Play**

## LEARNING ABOUT THE CHECKBOOK

### Recording a Check:

1. Enter the check number in the register. The first check number should be "1."
2. Enter today's date.
3. Write a description of who you wrote the check to and what you are buying (for example, Aunt Sally-new doll).
4. Enter the dollar amount of the check, in the check amount column.
5. Subtract the amount from your original balance, and write in the new balance.

### Recording a Deposit:

1. Enter today's date.
2. Write a description of where the money came from (for example, "Birthday Money").
3. Enter the dollar amount you are depositing in your account, in the deposit amount column.
4. Add the amount to your old balance, and write in the new balance.

Check number	Date	Description	Amount	Balance
	1-24	Gift	4.00	9.50
01	1-28	Dad	2.50	4.00
02	2-1	Mom		13.50
	2-3	Allowance	5.00	9.50
03	2-5	Mom		

**PreTend & Play**

Check# 03  
Date Feb. 5, 200

Pay to the order of **Mom** \$5.00 Dollars

**Five Dollars and no cents**

Non-negotiable **Billy** Name

**LEARNING RESOURCES**



[www.learningresources.com](http://www.learningresources.com)

For a dealer near you, call:  
(847) 573-8400 (U.S. & Int'l)  
(800) 222-3909 (U.S. & Canada)  
+44 (0)1553 762276 (U.K. & Europe)



# How to Write Checks

1. Write the check number in the blank next to "Check #." The number of the first check should be "1," the number of the next check should be "2," etc.
2. Write today's date next to "Date."
3. Write the name of the person who the check is going to next to "Pay to the order of."
4. Write the check amount in numerals (for example, "3.50") in the box on the right side.
5. Write the check amount in words (for example, "Three Dollars and Fifty Cents") on the long line next to "Dollars."
6. Write your name next to "Name" to make the check official.
7. Tear out the check, and give it to the person you wrote it for. Then, fill out the check register.

# How to Write Deposit Slips

1. Write today's date above "Date."
2. Write your name on the blank above "Sign your name."
3. If you are depositing bills and/or coins, write the amount in the box next to "Bills and Coins."
4. If you are depositing a check, write the check number beside "Check" and write the dollar amount in the box to the right.
5. Add the dollar amounts to the right column, and write the total in the box next to "Subtotal."
6. If you do not want to deposit the total amount, write the amount of money you want to keep next to "Less Cash."
7. Subtract the amount of money you want to keep from the subtotal, and write the total in the box next to "Total Deposit."
8. Tear out the deposit slip, and give it to the person who is helping you with your account. Then, fill out the check register.