

**Sample Check**

Please make sure ALL checks are filled out correctly with the following information:

Payable to: The City College of New York

Students EMPLID number should be written on the memo line of each Check/Money Order

Keisha Books 123 Your Street Anywhere, U.S.A. 12345	Check # 1234 Date: __ Write Date __
Pay to the Order of: _____ The City College of New York _____	#: Dollar Amount Written in Digits
_____ Dollar Amount Written in Words _____ Dollars	
For/Memo: __ Students EMPLID _____	_____ Signature _____