Sample Check

The City College of New York Students:

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

	Check # 1234
Keisha Books 123 Your Street	Date: Write Date
Anywhere, U.S.A. 12345	DateWrite 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

The School of Medicine Students:

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

Payable to: The School of Medicine

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

	Check # 1234
Keisha Books	
123 Your Street	Date:Write Date
Anywhere, U.S.A. 12345	
Pay to the Order of:The School of Medicine	_ \$: Dollar Amount Written in Digits
Dollar Amount Written in Words	Dollars
For/Memo:Students EMPLID	Signature

Office of the Bursar, Wille Administration Bldg., Rm 103, 160 Convent Avenue, New York, NY 10031, Tel. # 212-650-8700