



OALCF Task Cover Sheet

Task Title: Write cheques to pay invoices

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes___ No___	
Goal Path: Employment ✓ Apprenticeship___ Secondary School___ Post Secondary___ Independence ✓	
Task Description: Read three separate invoices and complete a cheque for each.	
Competency: A. Find and use information B. Communicate ideas and information C. Understand and use numbers E. Manage learning	Task Group(s): A2 Interpret documents B3 Complete and create documents C1 Manage money E Manage learning
Level Indicators: A2.2 Interpret simple documents to locate and connect information B3.1a Make straightforward entries to complete very simple documents C1.1 Compare costs and make simple calculations E.1 Set short-term goals, begin to use limited learning strategies, and begin to monitor own learning	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none"> • Three blank cheques • Three actual invoices (or simulated invoices attached) • Pen 	

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Practitioner Instructions:

1. Review the learner's instructions with them.
2. Go over the evaluation checklist with your learner so that they are aware of the skills to be demonstrated.
3. There are three invoices included with this exercise. The learner should read the invoices and write the cheques independently.
4. When the learner has completed the activity, complete the evaluation together, enter the date completed, and note whether it was successful or needs to be tried again.

Help allowed:

None

Practitioner Information:

Time required to complete exercise: none specified

Numbers must be copied accurately (100%). The number words and numerals must match the amount on the invoice. Number words should be spelled accurately and the company name should be copied correctly. The printing (writing) must be legible (except for the signature). Any changes made must be initialled.

Adaptation:

The student may bring three of their invoices from work or home and practise writing cheques for those bills.

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Learner's Instructions:

Task 1: Read each invoice and answer these questions for each one:

- a. Who is the bill from?
- b. How much money do you owe?
- c. When is the bill due?
- d. Are there any special instructions?

Task 2: Fill out a cheque for each bill. Use today's date. Sign your own name.

Task 3: Be sure to follow any special instructions for payment.

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Invoice #1:

Loopy Lighting Fixtures
21, Light Blvd.
Toronto, ON M4F OAO

Invoice # 3021

Sold to: J. Rowlings

A.J. Dowling Construction Co.
321, Left Lane
Innisfil, ON L9S 0O0

May 15, 2013

43 #278 light fixtures @ \$14.75 each	634.25	
6 cases 40watt light bulbs @ \$8.55 each	51.30	
400' white plastic coated wire @ .35 a foot	140.00	
	Subtotal	825.55
	20% discount	(165.11)
HST		85.86
Total due		
Payable on receipt		746.30

Invoice#2

A & E Building Supplies

2091654

123

Right Road

Barrie, ON L4N 0O0

Invoice

Customer: A.J. Dowling Construction Co.

Date: 02/02/13

321, Left Lane

Innisfil, ON

Acct. #: 010123

Terms 30 days

Item #	Description	code	Qty.	Each	Total	
213	4" plywood	A	7 sheets	12.95	90	65
64ac	Air conditioner unit	A	1	675.00	675	00
23c	pink insulation	A	4 rolls	27.75	111	00
607	1" finishing nails	O/S	2 boxes	3.75	7	50
608	1" finishing nails	A	2 boxes	3.95	7	90
5gal	gallon undercoat (oil) white	A	1	15.75	15	75
					Sub-total	907 80
					Adjustment	- 7 50
					Delivery	25 00
					Rev. sub total	925 30
					HST	120 29
					TOTAL DUE	1045 59
Please write your account number on the back of your cheque						

Invoice #3

Hydro Ontario		Your account number 08975-11231
Electricity bill for: (Your name & address)		Date:
Here's what you owe		
Amount of your last bill	\$200.12	
Amount we received	<u>- \$200.12</u>	
Balance forward	\$0.00	
Your new charges	\$132.33	
Total amount now due	\$132.33	
A penalty will apply for accounts overdue.		
Please tear off bottom portion and include with payment.		
Account number: 08975-11231		

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Learner's self-reflection:

1. I was able to find the important information on the bill by myself. Yes No
2. I can read and write money amounts. Yes No
3. I copied the names accurately. Yes No
4. I know where to put the information on a cheque. Yes No
5. My printing of words and numbers was legible. Yes No
6. I signed my name in cursive writing. Yes No
7. I used capitals for proper names. Yes No
8. I followed the special instructions. Yes No
9. I put my initials on any changes I made. Yes No
10. I feel comfortable writing cheques. Yes No

Other comments:

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.2	<ul style="list-style-type: none"> performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> extracts information from tables and forms 			
	<ul style="list-style-type: none"> uses layout to locate information 			
	<ul style="list-style-type: none"> makes connections between parts of documents 			
B3.1a	<ul style="list-style-type: none"> Makes a direct match between what is requested and what is entered 			
	<ul style="list-style-type: none"> Makes entries using familiar vocabulary 			
C1.1	<ul style="list-style-type: none"> Interprets and represents costs using monetary symbols and decimals 			
	<ul style="list-style-type: none"> Uses strategies to check accuracy (estimating, using a calculator) 			
	<ul style="list-style-type: none"> Recognizes values in number and word format 			
E.1	<ul style="list-style-type: none"> Begins to monitor own learning 			
	<ul style="list-style-type: none"> Uses feedback to improve performance 			

This task: was successfully completed ___ needs to be tried again ___

Learner Comments

Instructor (print)

Learner Signature