

PLEASE PHOTOCOPY THIS PAGE BEFORE USE

Payment Reconciliation Form

Use this form ...

to help you check that the orders and payments you are submitting balance. It also helps you take into account student vouchers (if any) and credit card slips. You do not need to send this form to Scholastic — it is for your use only.

PAYMENT RECONCILIATION TABLE

Issue Number:		Year:	
ORDER VALUE \$		PAYMENT VALUE \$	
Wombat		Coins	
Lucky		Notes	
Arrow		Cheques	
Star		Student Vouchers	
TBS		Credit Card Slips	
Theme		Other	
TOTAL \$		= TOTAL \$	