

**PLEASE PHOTOCOPY THIS PAGE BEFORE USE**

**PAYMENT RECONCILIATION FORM**

**Use the form ...**

to help you check that the orders 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**

<b>ISSUE NUMBER:</b>		<b>YEAR:</b>	
<b>ORDER VALUE \$</b>		<b>PAYMENT VALUE \$</b>	
<i>Busy Bee</i>		Coins	
<i>Wombat</i>		Notes	
<i>Lucky</i>		Cheques	
<i>Arrow</i>		Student Vouchers	
<i>Star</i>		Credit Card Slips	
<i>TBS</i>		Other	
<i>Special Offer</i>			
<b>TOTAL \$</b>		<b>= TOTAL \$</b>	

**DON'T FORGET COUPONS FOR SCHOLASTIC AT HOME INTRODUCTORY PACKS!**

Introductory Packs Ordered		Order = Coupons Returned	
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