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# Office Supplies Checkbook Register Table

Date	Item Description	Transaction Type	Receipt/Invoice Number	Purchase Cost (-)	Refund (+)	Balance
[Date]	[Item Details]	[Debit/Credit]	[Receipt/Invoice No.]	[Amount]	[Amount]	[Balance]
[Date]	[Item Details]	[Debit/Credit]	[Receipt/Invoice No.]	[Amount]	[Amount]	[Balance]
[Date]	[Item Details]	[Debit/Credit]	[Receipt/Invoice No.]	[Amount]	[Amount]	[Balance]
[Date]	[Item Details]	[Debit/Credit]	[Receipt/Invoice No.]	[Amount]	[Amount]	[Balance]
[Date]	[Item Details]	[Debit/Credit]	[Receipt/Invoice No.]	[Amount]	[Amount]	[Balance]

## Explanation of Each Column

- **Date:** Record the date of the transaction.
- **Item Description:** Describe the office supply item (e.g., "Printer Paper," "Stapler").
- **Transaction Type:** Specify if it is a "Debit" (purchase) or "Credit" (refund).
- **Receipt/Invoice Number:** Enter the receipt or invoice number for reference.
- **Purchase Cost (-):** Record the cost of the purchase.
- **Refund (+):** Record any refunds received.
- **Balance:** Update the account balance after each transaction.