### horizontal line**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.