

# Electronic Payroll Disbursement Approval

## Document Details

Document Number	EPDA-2024-0001
Date Prepared	2024-06-18
Prepared By	Jane Doe
Department	Human Resources

## Payroll Disbursement Summary

Employee Name	Employee ID	Bank Account	Amount
Michael Smith	EMP-10023	****4567	\$2,800.00
Linda Ray	EMP-10045	****2321	\$3,200.00
Sofia Lee	EMP-10060	****8970	\$2,500.00
Total Disbursement:			\$8,500.00

## Approval

### Prepared By:

Name: Jane Doe

Date: 2024-06-18

### Reviewed By:

Name: Samuel Tan

Date: \_\_\_\_\_

### Approved By:

Name: Lorraine Chua

Date: \_\_\_\_\_

### Important Notes:

- This document serves as formal approval for payroll disbursement via electronic transfer.
- Ensure all employee and bank details are accurate prior to approval.
- Any discrepancies or amendments should be reported to HR immediately.
- Payroll data is confidential and should be handled according to company data protection policies.