

Payroll Payment Batch Approval Form

Batch Number: _____

Date Prepared: _____

Prepared By: _____

Payroll Period: _____

Total Employees: _____

Total Amount: _____

Employee Payment Details

#	Employee Name	Employee ID	Net Pay	Bank Account	Remarks
1	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____

Approvals

Role	Name	Signature	Date
Prepared By	_____	_____	_____
Checked By	_____	_____	_____
Approved By	_____	_____	_____

Important Notes

- This form authorizes execution of the listed payroll payments after all required approvals are obtained.
- Ensure all employee payment information and totals are reviewed for accuracy before submission.
- Unauthorized changes or omissions may result in payment delays or compliance issues.
- Retain this form as an official record for audits and reconciliation purposes.