

# Payroll Disbursement Approval Checklist

## Document Details

Payroll Period	_____	Date	_____
Department	_____	Prepared By	_____

## Checklist

Item	Yes	No	Remarks
All employee work hours have been accurately recorded and approved	_____	_____	_____
Salaries and wages are calculated as per company policy	_____	_____	_____
Overtime and allowances approved and verified	_____	_____	_____
Statutory deductions applied accurately (e.g., tax, social security)	_____	_____	_____
Payroll reconciliation completed and discrepancies resolved	_____	_____	_____
Management approval obtained for disbursement	_____	_____	_____

\_\_\_\_\_  
Date & Signature (Prepared by)

\_\_\_\_\_  
Date & Signature (Reviewed by)

\_\_\_\_\_  
Date & Signature (Approved by)

## Important Notes

- This checklist must be completed and signed before releasing payroll funds.
- Ensure all supporting documents are attached where applicable.
- Any discrepancies identified must be resolved prior to approval.
- Maintain records of all payroll approval checklists for auditing purposes.