

Payroll Disbursement Approval Memo

To: Finance Department
From: HR Manager
Date: June 7, 2024
Subject: Approval Request for Monthly Payroll Disbursement – May 2024

Dear Finance Team,

This memorandum serves as a formal request for approval of the monthly payroll disbursement for the month of May 2024. The payroll, including all applicable taxes and deductions, has been verified and reconciled as per company policies.

Payroll Summary

Total Employees	48
Total Net Payroll Amount	\$98,350.00
Payroll Period	May 1 – May 31, 2024
Date of Disbursement	June 10, 2024

Supporting Documents

- Payroll register for May 2024
- Payroll summary report
- Bank payment schedule
- Signed employee payslips

Request

Kindly review and approve the disbursement of the stated payroll amount. Please advise if further clarification or documentation is required.

Prepared by
HR Manager

Reviewed by
Finance Officer

Approved by
Managing Director

Important Notes:

- This memo serves as an official record for payroll authorization and audit purposes.
- Ensure all supporting documents are attached before submission.
- Disbursement should only proceed upon receiving necessary approvals.
- Any discrepancies or irregularities must be reported immediately.
- Keep a signed and dated copy of the memo for future reference.

