

Payroll Disbursement Approval Record Sheet

Payroll Period:
May 1, 2024 — May 31, 2024

Department:
Finance

Prepared By:
Maria Dela Cruz

Date Prepared:
June 3, 2024

Payroll Batch No.:
2024-05-FIN-01

Total Employees:
12

#	Employee Name	Employee ID	Gross Pay	Deductions	Net Pay	Disbursement Method	Remarks
1	Juan Santos	EMP-0021	₱ 38,000.00	₱ 7,200.00	₱ 30,800.00	Bank Transfer	
2	Anna Reyes	EMP-0110	₱ 32,500.00	₱ 5,400.00	₱ 27,100.00	Bank Transfer	
3	Leo Bautista	EMP-0054	₱ 25,000.00	₱ 3,600.00	₱ 21,400.00	Check	On leave
4	Karen Lim	EMP-0037	₱ 34,000.00	₱ 5,800.00	₱ 28,200.00	Bank Transfer	
5	Michael Tan	EMP-0125	₱ 27,000.00	₱ 4,100.00	₱ 22,900.00	Cash	New employee
6	Mary Joy Bautista	EMP-0090	₱ 23,500.00	₱ 3,200.00	₱ 20,300.00	Bank Transfer	
			₱ 180,000.00	₱ 29,300.00	₱ 150,700.00		

Prepared By

Reviewed By

Approved By

Date Approved

Important Notes:

- Ensure all employee payroll details have been accurately reviewed and validated before approval.
- This sheet must be signed by the preparer, reviewer, and approver to be considered valid.
- Retain this document as part of the official payroll and audit records.

- Disbursement should only proceed upon receipt of complete approvals.
- Handle all payroll information with strict confidentiality.