

Payroll Disbursement Approval Routing Sheet

Date:

Payroll Period:

Department:

Prepared By:

Payroll Details

Employee Name	Position	Gross Pay	Deductions	Net Pay	Remarks

Approval Routing

Role	Name / Signature	Date	Remarks
Prepared by			
Reviewed by			
Approved by			

Important Notes

- This routing sheet must accompany all payroll disbursements for proper authorization.
- Ensure all required signatures have been obtained before disbursing payroll funds.
- Attach supporting payroll computation and employee time records for verification.
- Keep a copy of the completed routing sheet for audit and record-keeping purposes.
- Any amendments to payroll must be documented and re-approved.