

Department-wise Salary Disbursement Voucher

Voucher No: SDV-2024-055
Date: 2024-06-30
Department: Finance

Employee ID	Employee Name	Designation	Salary Month	Amount (USD)	Remarks
F1023	Olivia Hughes	Accountant	June 2024	3,200.00	
F2347	Kenneth Lowe	Clerk	June 2024	2,100.00	
F2121	Monica Wang	Senior Analyst	June 2024	4,500.00	Includes bonus
F3242	Steven Clark	Cashier	June 2024	1,900.00	
Total				11,700.00	

Prepared By: J. Rivera
Reviewed By: S. Patel
Approved By: T. Edwards

Prepared By

Reviewed By

Approved By

Important Notes:

- This voucher must be duly signed by the authorized personnel from the relevant department.
- Ensure that all amounts are double-checked before processing payment.
- Any changes or corrections should be initialed and dated by the preparer.
- Maintain a copy of this voucher for audit and record-keeping purposes.