

Salary Disbursement Voucher

Multi-Employee | Month: May 2024

Voucher No: SALV/2024/05/23

Date: 31-May-2024

Department: Human Resources

Prepared By: John Smith

#	Employee Name	Employee ID	Designation	Basic Salary	Allowances	Deductions	Net Salary	Signature
1	Alex Turner	EMP0112	Manager	4,000	1,000	300	4,700	
2	Sara Ali	EMP0178	Executive	2,500	600	100	3,000	
3	Michael Roy	EMP0125	Assistant	1,800	200	50	1,950	
4	Lisa Wong	EMP0239	Clerk	1,500	150	0	1,650	
5	James Lee	EMP0160	Supervisor	3,200	500	200	3,500	
Total Amount Disbursed:							14,800	

Prepared By

Checked By

Approved By

Accountant

Important Notes:

- Each employee must sign against their name to acknowledge receipt of salary.
- Ensure all deductions and allowances are correctly updated before payment.
- This voucher should be retained for audit and record-keeping purposes.
- All signatures in the verification section are mandatory for processing.
- Check that the voucher number and date are correctly referenced in payroll systems.