

Payroll Cash Disbursement Document

Date: _____
Payroll Period: _____

Prepared By: _____
Department: _____
Document No.: _____

Disbursement Details

#	Employee Name	Employee ID	Position	Gross Pay	Deductions	Net Pay	Signature
1							
2							
3							
4							
TOTAL							

Approval

Prepared By

Checked By

Approved By

Important Notes:

- This document serves as an official record for each payroll cash disbursement.
- All information must be accurate and verified before signing.
- Each employee must sign upon receipt of payment.
- Retain this document for audit and compliance purposes.