

Standard Payroll Disbursement Report

Payroll Period: 01 June 2024 – 15 June 2024

Company Name:
Acme Corporation

Report Date:
17 June 2024

Prepared by:
Jane Doe, Payroll Officer

Payroll Summary

Employee ID	Name	Position	Gross Pay	Deductions	Net Pay	Payment Method
001	John Smith	Accountant	â,±40,000.00	â,±6,000.00	â,±34,000.00	Bank Transfer
002	Maria Lopez	HR Specialist	â,±37,000.00	â,±5,700.00	â,±31,300.00	Bank Transfer
003	Samuel Tan	Developer	â,±45,000.00	â,±6,800.00	â,±38,200.00	Bank Transfer
004	Ana Cruz	Marketing Lead	â,±48,500.00	â,±7,100.00	â,±41,400.00	Bank Transfer
Total			â,±170,500.00	â,±25,600.00	â,±144,900.00	

Disbursement Details

Date of Disbursement:
15 June 2024

Disbursing Bank:
MetroBank

Reference Number:
MBK20240615-567

Authorized Approvals

Payroll Officer:
Signature: _____ Date: _____

Finance Manager:
Signature: _____ Date: _____

Important Notes:

- This report serves as the official record of payroll disbursement for the specified period.
- Ensure all payroll data are verified and approved before disbursement.
- Maintain this report for compliance and audit purposes.
- Report discrepancies to the payroll department immediately.