



## PAYROLL EXPENDITURE APPROVAL FORM

The payroll listed below has been processed by *Enter processing Dept* as approved by this office (*Enter approving Dept*) in accordance with the Commonwealth's Payroll Expenditure Policy, State Finance law and this department's Internal Control Plan.

The amount below has been certified to the Comptroller through the payroll system for payment. This certifies that time and attendance for each employee has been approved by the appropriate manager/supervisor to support amounts paid. This approval and supporting details will remain available for three years for review by the Office of the Comptroller or other auditing entity.

*Optional: Enter processing Dept handles processing functions in accordance with executed terms of an Interdepartmental Service Agreement (ISA). This does not relieve Enter Approving Dept of its authority or responsibility for approving its payroll.*

PAYPERIOD		AMOUNT	APPROVED BY	DATE
_____ through _____		\$ _____	_____	_____
Pay Period Begin Date	Pay Period End Date	Total Department Payroll	Department Signatory Authority Approving Department	Prior to Pay Day