



OFFICE OF THE COMPTROLLER

PAYROLL EXPENDITURE APPROVAL FORM

In accordance with the Commonwealth's Payroll Expenditure Policy, State Finance law and this department's Internal Control Plan.

The payroll listed below has been processed by Enter processing Department	As approved by this office Enter approving Department
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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.

Pay Period	
Pay Period Begin Date	Pay Period End Date
Amount	
Total Department Payroll	
Approved By	
Department Signatory Authority Approving Department	
Date	
Prior to Pay Day	