



## PAYROLL VOUCHER

VOUCHER DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

NAME: \_\_\_\_\_

Last 4 SOCIAL SECURITY NO: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

LOCATION: CISCO \_\_\_\_\_ ABILENE \_\_\_\_\_

ACCOUNT NO: \_\_\_\_\_

ONE-TIME PMT: \_\_\_\_\_ RECURRING PMT: \_\_\_\_\_

**MUST BE ONE-TIME PAYMENT OR RECURRING (NOT BOTH)**

**\*ONE-TIME PAYMENT** \$ \_\_\_\_\_

\_\_\_\_\_ (Hours) X \$ \_\_\_\_\_ (rate of pay) = \$ \_\_\_\_\_ **TOTAL PAY**

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**\*RECURRING PAYMENT** \$ \_\_\_\_\_

**PAYROLL DATES:** \_\_\_\_\_

**# OF PAYMENTS:** \_\_\_\_\_ **TOTAL \$** \_\_\_\_\_

**COMMENTS:**

**AUTHORIZED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**APPROVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_