

STAFF ADVANCE AND LOAN TRACKING LEDGER

Employee Receivables Record

EMPLOYEE NAME:
EMPLOYEE ID:
DEPARTMENT:
JOB TITLE:

APPROVED LIMIT / LOAN AMOUNT

INTEREST RATE (IF APPLICABLE)

MONTHLY REPAYMENT DEDUCTION

MATURITY / END DATE

DATE	REF NO.	TRANSACTION DESCRIPTION / TYPE	DEBIT (+ LOAN)	CREDIT (- REPAID)	OUTSTANDING BALANCE	AUTH. SIGN

EMPLOYEE SIGNATURE

Date:

PREPARED BY (HR/ACCOUNTANT)

Date:

APPROVED BY (AUTHORIZED SIGNATORY)

Date: