

PAYROLL INTEGRATION SHEET

Office Supply Reimbursements Processing

COMPANY ENTITY

PAYROLL RUN PERIOD

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT / COST CENTER

SUBMISSION DATE

PAYROLL PROCESSING INSTRUCTIONS

Verify all attached receipts against the items listed below. Ensure proper general ledger (GL) codes are assigned prior to submitting to the payroll department for integration into the current pay cycle.

PURCHASE DATE	ITEM DESCRIPTION	GL ACCOUNT CODE	AMOUNT
TOTAL REIMBURSEMENT AMOUNT			

EMPLOYEE SIGNATURE Date

MANAGER APPROVAL Date

