

STAFF OUTSTANDING BALANCE TRACKING LEDGER

EMPLOYEE RECEIVABLES RECORD

EMPLOYEE NAME

EMPLOYEE ID

DEPARTMENT

DATE LEDGER OPENED _____

AUTHORIZED LIMIT

APPROVED BY

DATE	REF / DOC NO.	DESCRIPTION / PARTICULARS	DEBIT (+ OWED)	CREDIT (- PAID)	BALANCE
TOTAL OUTSTANDING BALANCE DUE					

EMPLOYEE SIGNATURE & DATE

AUTHORIZED ADMINISTRATOR SIGNATURE & DATE