

# EMPLOYEE OFFICE SUPPLY REIMBURSEMENT

Payroll Ledger Template

**Employee Name:** \_\_\_\_\_ **Pay Period:** \_\_\_\_\_  
**Employee ID:** \_\_\_\_\_ **Submission Date:** \_\_\_\_\_  
**Department:** \_\_\_\_\_ **Manager/Approver:** \_\_\_\_\_

DATE	VENDOR / STORE	ITEM DESCRIPTION / PURPOSE	RECEIPT (Y/N)	ACCOUNT CODE	AMOUNT

<b>Subtotal</b>	
<b>Sales Tax</b>	
<b>Total Reimbursement</b>	

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Manager Approval Signature Date

\_\_\_\_\_  
Payroll Administrator Signature Date

Finance/Treasury Authorization Date