

**ANNEX F**

**CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF SUPPLIERS (SERVICES)**

	DISBURSEMENT VOUCHER
	OBLIGATION REQUEST/BUR
	Pre and Post Inspection report
	Work Order
	Service Invoice /Billing statement
	Job Order Request
	Abstract of canvass
	Quotations
	Property acknowledgement receipt (PAR) if equipment worth P15,000.00 and above
	Inventory Custodian Slip (ICS) for equipment below P15,000.00
	Notice to proceed
	BAC resolution (if applicable)
	SPPMP (if supplemental)
	NOA (if applicable)

***Certified that all documents are submitted:***

Signature over printed name  
Designation  
College/Unit/Office  
Date

***Received by:***

Signature over printed name  
Designation  
Accounting Office  
Date