

ANNEX E

CHECKLIST OF DOCUMENTS REQUIRED FOR PAYMENT OF SUPPLIERS (GOODS)

	DISBURSEMENT VOUCHER
	OBLIGATION REQUEST/BUR
	Inspection and acceptance report (IAR) (Internal Audit Office if amount is P100,000.00 and above; Unit if amount is below P100,000.00)
	Certificate of Acceptance (all items) and warranty certificate (if equipment) duly noted by Internal Audit Office if P100,000.00 and above or by the unit if below P100,000.00
	Purchase Order
	Sales Invoice and Delivery Receipt
	Purchase Request (with budget clearance from either Budget or Accounting Office, stamped CERTIFIED to be included in the PPMP)
	Abstract of canvass/certificate of exclusive distributor (if applicable)
	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
HRDO
Accounting Office
Date