

ANNEX D

CHECKLIST OF DOCUMENTS REQUIRED FOR REIMBURSEMENTS

Approved authority to reimburse
Official receipts (photocopy if thermal paper) OR in the absence of official receipt, the following may be submitted:
<i>Sales Invoice stamped PAID and with signature</i>
<i>Cash Invoice</i>
<i>RER (if payee is not a business entity and amount is more than P300</i>
<i>Credit Card payment receipt (if travel)</i>
<i>Electronic ticket (if travel)</i>
<i>Boarding pass (if travel)</i>
<i>Certification of expenses not requiring receipt and amount is below P300</i>
List of attendees and agenda (food /meeting expenses)
Actual itinerary of travel (if applicable)
Approved Authority to travel (if applicable)
Certificate of attendance (if travel)
Invitation letter (if travel)
Pre and Post inspection (if services)
Inspection and Acceptance Report (IAR) (IAO if amount is P100,000 and above; unit if below P100,000)
Job Order request (for services)
Purchase request (for goods)
Work Order (for services)
Purchase Order (for goods)
Abstract of canvass (for goods or services)
Certificate of Exclusive distributorship (if applicable)
PAR (goods-equipment only)
DISBURSEMENT VOUCHER (DV)
OBLIGATION REQUEST (OBR)

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

Received by:

Signature over printed name
Designation
College/Unit/Office
Date

Signature over printed name
Designation
Accounting Office
Date