



Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON  
 CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

**Supplies/Materials/Equipment/Foods Checklist (50k - below 1M)**

Payee: \_\_\_\_\_

Amount: \_\_\_\_\_

- Disbursement Voucher (4 copies)
- Obligation Request
- BIR Form 2307 (c/o Accounting)
- Original copy of Invoice
- Project Design/Training Design
- Memorandum
- Certified copy of the page of the approved Annual Procurement Plan (APP) or Supplemental APP where the particular Goods, Consulting Services and/or Infrastructure Projects subject of payment is indicated.
- Purchase Request (2 copies)
- Requisition and Issue Slip (2 copies)
- PPMP  Approved Budget for the Contract
- BAC Endorsement
- Request for Quotation
- PHILGEPS Posting  PHILGEPS Award
- BAC Resolution
- Notice of Award
- Purchase Order stamped "Received" by COA
- Omnibus Sworn Statement
- Notice to Proceed
- Inspection and Acceptance Report (2 copies)
- Statement of Account/ Billing Statement
- Tax Clearance
- Pictures

**Additional Requirements**

*for supplies/materials/equipment*

- 2 copies of Inventory Custodian Slip (for non-consumable items less than 50k)
- 2 copies of Property Acknowledgement Receipt ( items 50k and above )
- Delivery Receipt
- Warranty Security (2 copies)
- List of Recipients with signature (2 copies)

*for foods & venue (seminar/training/meeting)*

- Attendance Sheet/Registration Form (2 copies)
- Meal Attendance (2 copies)
- Narrative/Accomplishment Report
- Contract (2 copies)

*for drugs and medicines*

- Certification by the Medical Officer that medicines and drugs requisitioned is included in the PNDF Current Edition
- Delivery Receipt

I hereby certify that the above documents are complete and arranged in order as per checklist.

Signature Over Printed Name/ Date

\* Put N/A if not applicable

REMARKS: \_\_\_\_\_

Pre-audited by: \_\_\_\_\_

Date: \_\_\_\_\_



Address: Brgy. Potol, Tayabas City  
 Telephone No.: (042) 785-9615  
 Email Address: tayabas.city@deped.gov.ph  
 Website: https://www.sdotalayabascity.ph

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