

**INFRASTRUCTURE PROJECTS -FINAL PAYMENT CHECKLIST**

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

- Disbursement Voucher
- Obligation Request
- Copy of disbursement vouchers,if there are any previous payments
- Copy of SARO/Sub-ARO
- Procurement public bidding documents submitted Transmittal stamped "Received" by COA
- BAC Resolution
- Approved Budget for the Contract
- Certified copy of the page of the approved Annual Procurement Pla or Supplemental APP where the particular Goods, Consulting and/or Infrastructure Projects subject of payment is indicated.
- Certified copy of the submitted Contract stamped "Received" by CC Letter request for payment from contractor/supplier
- Certificate of Payment/Progress Billing Statement
- Project Profile
- Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee
- Notice of Award (NOA)
- Notice to Proceed (NTP)
- Program of Work/Approved Work Schedule Construction/Repair Schedule
- Additional Documentary Requirements**
- As- Built Plans
- Final SWA
- Warranty Security
- Certificate of Completion
- Copy of turn-over documents/transfer of project and facilities such as motor vehicles,laptops,and other equipment and furniture included in the contract to concerned government agency
- Certificate of Acceptance by the Agency
- Final Inspection Report of the Agency's authorized Engineers and/or Inspectorate Team
- Statement of Time Elapsed
- Pictures/Geotagged Photos,before,during and after construction of items of work especially the embedded items
- Additional,if there are no other payments**
- Result of Test Analysis,if applicable
- Contractor's Affidavit on payment of laborers and materials
- Photocopy of the above supporting documents

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: \_\_\_\_\_

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