



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

Supplies/Materials/Equipment/Foods Checklist (200k - below 2M)

Payee: _____
Amount: _____

☐	Disbursement Voucher (4 copies)		
☐	Obligation Request		
☐	BIR Form 2307 (c/o Accounting)		
☐	Original copy of Invoice		
☐	Billing Statement/Statement of Account		
☐	Billing Statement/Statement of Account		
☐	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
☐	Market Scoping Checklist and attachments		
☐	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		
☐	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 (2 original copies)

☐ Registration Form (2 copies, **if with registration fee only**)

☐ Meal Attendance (2 original copies)

☐ Narrative/Accomplishment Report

☐ Notarized 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: