



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

Supplies/Materials/Equipment/Foods Checklist (Less than 50K)

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)
- ABC PPMP
- BAC Endorsement
- Request for Quotations (at least 3 suppliers)
- Abstract of Price Quotation
- Purchase Order stamped "Received" by COA (2 copies)
- 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)
- 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: _____



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