



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 200K)

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
- Market Scoping Checklist and attachments
- BAC Endorsement
- Request for Quotations (at least 3 suppliers)
- Notice of Award
- Purchase Order stamped "Received" by COA
- 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) **if with registration fee**
- 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: _____





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 200K)

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)
- PMP Approved Budget for the Contract
- Market Scoping Checklist and attachments
- BAC Endorsement
- Request for Quotations (at least 3 suppliers)
- Notice of Award
- Purchase Order stamped "Received" by COA
- 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)
- Registration Form (2 copies) **if with registration fee**
- Meal Attendance (2 copies)
- Narrative/Accomplishment Report

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.sdotayabascity.ph>

Doc. Ref. Code	SDO-OSDS-F066	Rev	0
Effectivity	01.08.2024	Page	1 of 1