



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)

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Supplemental APP where the particular Goods,Consulting Services and/or Infrastructure Projects subject of payment is indicated.

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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)

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for foods & venue (seminar/training/meeting)

- ☐
- Attendance Sheet (2 original copies)

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for drugs and medicines

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

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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: _____