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
- ☐ Copy of Sub-ARO
- ☐ Original copy of Invoice
- ☐ Billing Statement/Statement of Account
- ☐ Copy of Sub-ARO,if applicable
- ☐ 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)
- ☐ Abstract of Price Quotation
- ☐ Purchase Order stamped "Received" by COA (2 copies)
- ☐ Inspection and Acceptance Report (2 copies)
- ☐ 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 (2 copies)
- ☐ Registration Form (2 copies, **if with registration fee only)**
- ☐ 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 applicabl*

REMARKS: _____

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Website: https://www.sdotayabascity.ph