**ADVERTISEMENT CHECKLIST**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* + [ ]  Statement of Account / Billing / Invoice
	+ [ ]  Whole Newspaper / Tearsheets
	+ [ ]  Advertising Contract
	+ [ ]  Invitation to BID by BAC Chairman
	+ [ ]  Affidavit of Publication
	+ [ ]  SARO (if applicable)

I hereby certify that above documents are complete and arranged as per checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name / Date

Email Address:

Contact Number/s: