**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: