**Honoraria for BAC Members Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* Office Order creating and designating the BAC composition and authorizing the members to collect honoraria
* Minutes of BAC Meeting
* Notice of Award to the winning bidder of procurement activity being claimed
* Certification that the procurement involves competitive bidding
* Attendance Sheet listing names of attendees to the BAC Meeting
* 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: