**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: