**Office Supplies Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* + [ ]  Inspection & Acceptance Report
	+ [ ]  Statement of Account / Billing / Invoice
	+ [ ]  Purchase Request
	+ [ ]  Purchase Order
	+ [ ]  Requisition and Issue Slip / ARE
	+ [ ]  Landbank Account

* + [ ]  For less than P1,000,000.00

[ ]  Abstract of Bids

[ ]  BAC Resolution (if less than 3 Quotations)

[ ]  Quotations

***Note: For P 50,000.00 and below – Canvass***

 ***For above P 50,000.00 – Posted in PhilGEPS***

[ ]  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* + [ ]  BAC Resolution (For P1,000,000.00 and above)
	+ [ ]  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: