**Other Training Expenses Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* + [ ]  Statement of Account / Billing / Invoice
	+ [ ]  Approved Budget
	+ [ ]  Memorandum
	+ [ ]  Contract Application
	+ [ ]  Letter: Proposal of Cost
	+ [ ]  List of Participants (Certified Correct)
	+ [ ]  CV of Trainers
	+ [ ]  Training Matrix
	+ [ ]  BIR Registration 2303
	+ [ ]  For P 1,000,000.00 and below

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

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

* + [ ]  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: