**Security Services Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* [ ]  Notice for Payment from Administrative Division
* [ ]  Billing
* [ ]  Daily Attendance
* [ ]  Contract
* [ ]  BAC Resolution
* [ ]  Proof of Remittance to Government Agencies and/or GOCC (BIR, SSS, PAG IBIG)
* [ ]  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: