**Training Venue Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* + [ ]  Statement of Account / Billing
	+ [ ]  Contract
	+ [ ]  Memorandum
	+ [ ]  Approved Budget
	+ [ ]  Activity Request
	+ [ ]  Authority To Conduct (if applicable)
	+ [ ]  QAME Result per Concluded Activities / Trainings / Seminars
	+ [ ]  Meal Attendance (Certified Correct)
	+ [ ]  Summary of Meal Attendance for more than 50 pax and more than 3 days activities (Certified Correct)
	+ [ ]  Proposed Menu

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

[ ]  Abstract of Bids

[ ]  BAC Resolution (if less than 3 Quotations)

[ ]  Quotations

 ***(except for government-owned/managed facilities)***

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

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

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

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

[ ]  BIR Permit

[ ]  Mayor's Permit

[ ]  SEC / DTI / CDA Registration

* + [ ]  Landbank Account
	+ [ ]  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: