**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: