**TVL Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* + [ ]  Request for Billing
	+ [ ]  Contract
	+ [ ]  Financial Bid Form
	+ [ ]  Performance Security
	+ [ ]  Sales Invoice
	+ [ ]  Summary of Delivery
	+ [ ]  Post-Delivery and Acceptance Report
	+ [ ]  Certificate of Completion and Acceptance
	+ [ ]  Inspection and Acceptance Report (Regional Office)
	+ [ ]  Warranty
	+ [ ]  BAC Resolution
	+ [ ]  Notice to Proceed
	+ [ ]  Notice to Award
	+ [ ]  Delivery Receipts (Various Schools)
	+ [ ]  Inspection and Acceptance Report (Various Schools)
	+ [ ]  Property Acknowledgement Report (Various Schools)
	+ [ ]  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: