**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: