**JOB ORDER AND CONTRACT OF SERVICE SALARY CHECKLIST**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

**General Requirements for payment of Initial Salary:**

* [ ]  Copy of Contract
* [ ]  Signed Daily Time Record
* [ ]  Signed Accomplishment Report

**Additional Requirements:**

* [ ]  ***On travel / Official Business***
* [ ]  Copy of Authority to Travel
* [ ]  Copy of Certificate of Appearance
* [ ]  ***For Drivers***
* [ ]  Copy of Trip Ticket

I hereby certify that above documents are complete and arranged as per checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature over Printed Name / Date

Email Address:

Contact Number/s: