

**FINANCE DIVISION**

**PAYMENT CHECKLIST**

**GENERAL**

- Payment Approval Form
- Budget Availability

**PAYMENT - DIRECT ADVICE**

- Registered & active vendor
- Certified invoice
- Signed DO / Service Report
- Invitation letter/email/proposal/LOA
- Copy of Agreement (*if any* )
- Approved proposal/minutes of meeting

**PAYMENT – PO PAYMENT**

- Certified Invoice
- Signed DO / Service Report
- Copy of PO (pink)
- Copy of PO documents
- Copy of Agreement (*if any* )
- Approved proposal/minutes of meeting

**PAYMENT – FINANCIAL ONLINE CLAIM**

**(PETTY CASH/ TRAVELLING CLAIM / ADVANCEMENT)**

- Petty Cash Summary
- Certified cash bill / invoice
- Approved Petty Cash Claim Forms / Advancement Forms
- Invitation letter/email / proposal / Letter of Award

**CONTRACT PAYMENT - GOODS**

- Certified invoice
- Delivery order (*if any* )
- Purchase Order / LOA
- Monthly report (if any)
- Schedule of payment

**CONTRACT PAYMENT - WORKS / SERVICES**

- Certified invoice
- Schedule of payment/contract
- Cert of Completion (one time)
- Cert of Practical Completion (one time)
- Maintenance / Service report

**FACILITIES MANAGEMENT**

- Certified Invoice
- Verified summary of KPI deduction
- Details of agreed deduction
- Minutes of meeting

**REIMBURSEMENT**

- Verified original receipt
- Approval to attend program / purchase
- Invitation letter / proposal

**Additional information**

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Action	Signature & Stamp	Date
Prepared by (KCDIOM)		
Checked by (Head of KCDIOM)		
Approved by (Zone / Finance Division)		