

Check List for Bills

1. Name of Supplier: _____

2. Original Invoice are attached or not?: Yes _____ No _____

3. Administrative Approval attached or not?
(including supply order/work order: Yes _____ No _____)

4. Whether it is ULPMC/LPC? : ULPMC _____ LPC _____

5. Quotation & Comparative Statement of
LPC signed or not? : Yes _____ No _____

6. ULPMC/LPC approved or not?: Yes _____ No _____

7. Work satisfactory certificate is
attached or not? Yes _____ No _____

8. Work completed or not? Yes _____ No _____

9. Whether bills are certified or not
by competent authority: Yes _____ No _____
(Electricity/water/telephone/security etc.)

10. Stock entry/asset entry made or not?: Yes _____ No _____

Authorized person
(_____ Department)

(Note: Check List should be placed on the top of the bill sent for passing)