

**REPAIR AND MAINTENANCE CHECKLIST FOR THE REQUEST OF PETTY
CASH FUND**

- 1 Approved Letter of Petty Cash Fund Request
- 2 Incident Report
- 3 Pre-Inspection Report
- 4 Picture of the item/equipment to be repaired
- 5 Approved Petty Cash Voucher
- 6 Official Receipt/Sales Invoice/BIR Authorized Receipts
- 7 Acceptance and Inspection Report with AIR number
- 8 Picture of the item/s with a permanent employee or Inspector
- 9 Post-Inspection Report
- 10 Waste pictures/report
- 11 If the reimbursement is not an emergency or urgently needed,
Attach a Certification explaining the reason for not availing the
proper mode of procurement certified by the Department Head
- 12 Such other documents peculiar to the contract and/or to the
mode of Procurement and considered necessary in the auditorial review
and in the technical evaluation thereof.

**URGENT SEMINAR OR MEETING CHECKLIST FOR THE REQUEST
OF PETTY CASH FUND**

- 1 Approved Letter of Petty Cash Fund Request
- 2 Program of the event
- 3 Approved Petty Cash Voucher
- 4 Official Receipt/Sales Invoice/BIR Authorized Receipts
- 5 Acceptance and Inspection Report with AIR number
- 6 Picture of the item/s with a permanent employee/Inspector
- 7 Picture of the item/s during eating
- 8 Attendance with signatures

**RFID LOAD REQUEST CHECKLIST FOR THE
REQUEST OF PETTY CASH FUND**

- 1 Approved Letter of Petty Cash Fund Request
- 2 Copy of Travel Order/Permit
- 3 Approved Petty Cash Voucher
- 4 RFID Receipt
- 5 Copy of RFID Receipt

**EMERGENCY PURCHASE OFFICE SUPPLY REQUEST
CHECKLIST FOR THE REQUEST OF PETTY CASH FUND**

- 1 Approved Letter of Request
- 2 Approved Petty Cash Voucher
- 3 Official Receipt
- 4 Acceptance and Inspection Report with AIR number
- 5 Picture of the item/s with a permanent employee or Inspector