



DEPARTMENT OF EDUCATION SUNDRY PAYMENTS CHECKLIST

The following document MUST be attached to check for compliance with PFMA

Tick if document is attached				Document
	Compiler	Checker	Authoriser	Details
1.				Bas Payment advice
2.				Copy of order
3.				Claim
4.				Schedule/Invoice
5.				Treasury Approval Certificate
6.				Signed copy of lease agreement
7.				Expenditure approval
8.				1430
9.				Signed GRV
10.				VAS 2
11.				Internal Requisition
12.				Part payment

Signature of compiler

Signature of checker

Signature of authoriser

Date

Date

Date