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| Project Name |  |
| **Project Ref. Number** |  |
| **Claim No.** |  |
| **PO No.** |  |
| **Date**  |  |

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| **Check List** |
| **Item No.** | **Document**  | **✔**🗶 | **Comments** |
| **1.0** | Contractors Claim Request Letter |  |  |
| **2.0** | Supporting Documents: |  |  |
|  | 2.1 Copy of Purchase Order |  |  |
|  | 2.2 Signed Measurement Sheet |  |  |
|  | 2.3 Report |  |  |
| **3.0** | Singed Payment Summary and Schedule |  |  |
| **4.0** | Contractors Invoice |  |  |
| **5.0** | Others |  |  |
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| Finance Officer/Assistant |
| ***Department Name*** |  **Signature:** |  | **Date:** |  |
| Project Manager: |
| **E&I** |  **Signature:** |  | **Date:** |  |