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

|  |  |  |  |
| --- | --- | --- | --- |
| **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 |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Finance Officer/Assistant | | | | |
| ***Department Name*** | **Signature:** |  | **Date:** |  |
| Project Manager: | | | | |
| **E&I** | **Signature:** |  | **Date:** |  |