

CHECK LIST FOR PAYMENT OF LOCAL PURCHASE BILL

In case of local purchase bills for supplies it may be verified following documents are existing:-

- (a) CFA's sanction for local purchase.
- (b) Specimen signatures of the sanctioning authority.
- (c) Comparative statement of tenders along with original quotations.
- (d) Urgency certificate/certificate of NAC through normal source of supplies.
- (e) Certificate to the effect that articles locally purchased are not for stock.
- (f) Original supply order.
- (g) Inspection note.
- (h) Original supplier's bill duly pre-receipted and stamped where necessary.
- (i) Original receipt voucher in duplicate taking stores on charge.
- (j) Where the claim includes sale- tax a certificate to the effect that the stores purchased are being delivered and consumed in the state in which the purchase is effected.
- (k) Availability of Funds for expenditure.
- (l) Pre-receipted contingent bill is enclosed by the CO unit.