

Organisation:

Person in charge:

Contract:

Period:

Location:

Date:

A. ENGAGEMENT

- Expenditure authorised

B. RECEPTION

- Reception validated

C. PAYMENT

- Payment authorised

D. USE

- Use controlled

Present	Absent	Not applicable	Comments
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The exhaustiveness of this document is not guaranteed

A. ENGAGEMENT

1 - Purchase (according to the procedure)

A1	Tender dossier, information to tenderers				
A2	Copy of publications made				
A3	Copy of invitations sent to participants, including proof of dispatch / acknowledgement of receipt				
A4	Offers received from all participants				
A5	Pro-forma invoices / Quotes / Price offer				
A6	Signed tender opening report				
A7	Signed evaluation report				
A8	Letters of notification of the tender results to all participants				
A9	Contract signed with the supplier / service provider / contractor				

2 - Partners

A10	Grant contract / MoU signed with co-beneficiaries				
A11	Validated financial report				

3 - Human resources

A12	Mission order and report				
A13	Signed employment / work contracts and amendments				
A14	Payroll calculation listing for the whole period				

4 - Other

A15	Other expenditure authorisations: purchase order, validated expense account...				
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B. RECEPTION

B1	Delivery documents (delivery note, work report...)				
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C. PAYMENT

C1	Supplier's official invoice(s) or credit notes* or payslips				
C2	Bank statements, copies of signed checks or transfer orders				
C3	Payment in cash vouchers, signed by the payee				

D. USE

D1	Vehicle log books				
D2	Tickets for the mean of transport				
D3	Distribution lists				
D4	Signed training attendance lists				

E. OTHER IMPORTANT DOCUMENTS

E1	Personnel register				
E2	Assets register / Leased assets register / Stocklist				
E3	Forms for the transfer of ownership of equipment				
E4	Non exemption proof for indirect taxes				
E5	Official certificate of origin of the supplies				