

Organisation:
 Person in charge:
 Contract:
 Period:
 Location:
 Date:



*Checklist revised according to PRAG 2016, shall not apply to simplified costs option.
 This document is an information tool. The exhaustiveness of the content is not guaranteed.*

Present	Absent	Not applicable	Comments / Notes
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A. ENGAGEMENT: EXAMPLES OF EXPENDITURE AUTHORISATION PROOF

1 - Procurement (according to the beneficiary's 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, justification of the choice of tenderers invited to submit*			
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, expenses report for reimbursement			
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B. RECEPTION: EXAMPLES OF RECEPTION PROOF

B1	Delivery documents (delivery note, work report...)			
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C. PAYMENT: EXAMPLES OF PAYMENT AUTHORISATION AND PAYMENT PROOF

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			
C4	Shared costs allocation justification			
C5	Depreciation card for equipment amortized on the budget			

D. USE: EXAMPLES OF USE CONTROL PROOF

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 certificates of origin of the supplies			

* Where the beneficiary does not launch an open tender procedure, it shall justify the choice of tenderers that are invited to submit an offer, whatever is written in its own procedures.
 ** With contact details and registration of the supplier, list of items and unit prices, total amount with currency and taxes amount + allocation and split if any.