

INTERNAL AUDIT DEPT.

MINISTRY OF FINANCE AND ECONOMIC PLANNING DEPARTMENT OF INSPECTION AND TRAINING DUTSE JIGAWA STATE

MDAs	
Month/Years	
Name of Payer	

Tick	Items	Remarks
	1. Performance Bond/Bank Certificate (APG)	
	2. Registration Certificate of Contract in Jigawa State	
	3. Certificate of in Corporation	
	4. Local Purchase Order (L.P.O.) & Invoice (For Supplied)	
	5. Tender/Contract Signing Fees Receipts	
	6. Store Receipt Vouchers (S.R.V.) Duly Completed for Supplied)	
	7. Due Process Certificate Original	
	8. Departmental Payment Voucher (P.V.) Number	
	9. Project Economic Code	
	10. Confirmation of Budgetary Provision	
	11. A ward Letter	
	12. VAT Registration Certificate	
	13. 1% Documentation Fee Receipt	
	14. Retention Deposit Receipt(For Retention Payment)Original	
	15. Correct Name of Payee/Bank Account/Sort Code No.	
	16. Income Tax Clearance Certificate	
	17. Reference Number of Award Letter and that of Due Process Certificate Must be the same.	
	18. Certificate of Business Primeses	
	19. Postal Stamp Duty	
	20. Power of Antonomy Duty Sign/Stamp by Magistrate Court of Legal Practioner.	
	Pre-Checking	
	By.....Sign/Date.....	
	Verified by.....Sign/Date.....	
	Cleared..... Not Cleared.....	