



SOLOMON ISLANDS GOVERNMENT
Ministry of Finance and Treasury
COMPLIANCE CHECKLIST – ADVANCE PURCHASES
(up to \$100,000 SBD)

C4

Required documents:	FI Ref	Ministry	MoFT	Comments
Purchase Requisition (PR) & Payment Voucher (PV)	P7 35			
Pro-forma Invoice	P7 99			
Verbal Quotation Form (if below \$20,000 SBD)	P7 12			
Three Written Quotes and Bid Analysis (if above \$20,000 and these goods/services are not waived in FI's -Domestic Travel, Hotel Accom, Freight, Market and Perishable Goods)	P7 9, P7 10 & P7 13			
Bid Waiver (if not following prescribed procurement method in the FI's)	P7 10.3 & 10.4, P7 7.1 (f)			
Vendor Information Form (for new vendor)				
ICT Checklist attached (if for ICT equipment)				
Compliance checks required:				
Check supplier doesn't accept LPO's				
Check no other supplier will supply same goods using an LPO				
PV/PR has been signed by authorized person (and not approving payment to themselves)	P7 44			
Check amount on PV/PR matches Pro-forma Invoice				
Account code used is correct	P7 38.5(e)			
Vendor name on PV/PR matches Pro-forma Invoice	P7 38.5(e)			
Check calculations on Pro-forma Invoice are correct	P7 43.2(c)			
Check Bid Waiver is for a Valid Reason				
Check selection of supplier is justified on Bid Analysis				
Check Expenditure is acceptable and proper use of SIG money	P7 43.2(a)			
Check second and third quotes are from genuine suppliers				
Check price and rates are reasonable	P7 43.2(b)			
Check payment can't be made through Ministry's Standing Imprest (if below \$2,000 SBD)				
Data entry checks:				
Amount in AX matches PV				
Account code in AX matches PV				
Vendor name in AX matches PV				
Item code and Units entered (eg box, each) correctly				
Description has enough detail				
Budget OK				
Invoice posting:				
Amount in AX matches PV				
Vendor name in AX matches PV				
Item code correct				
Account code used is correct				

Note: If any of the above is not able to be certified please include an explanation of why. This will speed up the compliance process.

Ministry Compliance performed by:

MoFT Compliance performed by:

Signed: _____

Signed: _____

Name and Position: _____

Name and Position: _____

Date: _____

Date: _____