



SOLOMON ISLANDS GOVERNMENT
Ministry of Finance and Treasury
INSTALLMENT PAYMENT COMPLIANCE CHECKLIST
(for installment payments on contracts
valued at more than \$100,000 SBD)

C6

This checklist is to be completed and attached to the Payment Voucher for each installment payment of contracts valued at more than \$100,000 SBD.

Required documents:	FI Ref	Ministry	MoFT	Comments
Payment Voucher (PV)	P7 35			
Original Invoice	P7 78.1(b)			
General Deduction Voucher (TY 281) or IRD exemption certificate (if WHT applicable)				
Payment certificate showing total contract value, previous payments and the balance remaining				
Certification of work completed/goods received				
List of previous payments made on the contract (including date, amount and PV Number)				
Compliance checks required:				
Check payment is in accordance with payment provisions in contract				
Check balance remaining of remaining installments in AX matches Payment Certificate				
PV has been signed by authorized person (and not approving payment to themselves)	P7 78.1(h)			
Check amount on PV matches Invoice/Contract				
Vendor name on PV matches Invoice/Contract	P7 38.5(e)			
Account code on PV matches code previously used on PR for entire contract				
Check calculations on Invoice are correct	P7 43.2(c)			

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:

Signed: _____

Name and Position: _____

Date: _____

MoFT Compliance performed by:

Signed: _____

Name and Position: _____

Date: _____