



SOLOMON ISLANDS GOVERNMENT
Ministry of Finance and Treasury
SINGLE PAYMENT CONTRACT COMPLIANCE CHECKLIST
(for Contracts valued at more than \$100,000 SBD
with a single payment)

C7

This checklist is used for Contracts that do not have multiple installments and are valued over \$100,000 SBD. It should be attached to the Payment Voucher when submitted to MoFT.

Required documents:	FI Ref	Ministry	MoFT	Comments
Purchase Requisition (PR) and Payment Voucher (PV)	P7 35			
Signed Contract	P7 10.1			
Tender Evaluation Report	P7 10.1			
Tender Award by CTB/MTB	P7 10.1			
Copy of the Tender Advertisement (including the dates of advertisement)	P7 20.2(a) P7 21.3(a)			
Bid Waiver (if restrictive tender carried out). The waiver must include the reasons for making a restrictive tender	P7 21.4			
Approval from PS MDPAC (for development budget contracts)				
Vendor Information Form (for new vendor)				
ICT Checklist attached (if for ICT equipment)				
Original Invoice	P7 78.1(b)			
General Deduction Voucher (TY 281) or IRD exemption certificate (if WHT applicable)				
Certification of work completed/goods received				
Compliance checks required:				
Tender Advertisement made at least two weeks before the Tender closing time	P7 23.1			
Contract form approved by Attorney General	P7 27.2			
Check payment is in accordance with payment provisions in contract				
PR/PV has been signed by authorized person (and not approving payment to themselves)	P7 44			
Check amount on PR/PV matches the signed contract/invoice				
Name on PR/PV matches signed contract	P7 38.5(e)			
Account code used is correct	P7 38.5(e)			
Check Bid Waiver/Restrictive Tender is for a Valid Reason				
Check Expenditure is acceptable and proper use of SIG money	P7 43.2(a)			
Check calculations on Invoice are correct	P7 43.2(c)			
Check price and rates are reasonable	P7 43.2(b)			
Data entry checks (carried out by MoFT):				
Amount entered 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				

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: _____