

GOVERNMENT OF SAMOA

PROCUREMENT CHECKLIST

Raising a Purchase Order – Matching to Invoice

Details	Treasury Instructions Ref#	Checked
Requisition: Approval Limits	Part K.13	
Requisition Amount is: 1. > \$100 but < \$5,000? Is TY11B attached? 2. > 5,000 but < \$50,000. Are 3 written quotes attached? 3. > \$50,000 but < \$100,000. Is Minister’s approval on special authority obtained? 4. > \$100,000 but < \$200,000: Is Minister of Finance approval obtained? 5. > \$200,000 but < \$500,000: Is Tender’s Board approval attached? 6. > \$500,000. Is contract, Tenders Board approval and cabinet approval attached?		
Requisition: Entering Details	Part K	
TY11A completed correctly: 1. Supplier name and address correct 2. Sub output and account code 3. If preferred quote is not lowest, is justification provided 4. clear narration of the goods & services 5. Subject to VAGST? Is VAGST calculated correctly 6. Subject to withholding tax? Is Withholding tax deducted from supplier total? 7. Is IAID approval required? if so, attached? 8. Travel (Airfare): is Fkm Cabinet approval and itinerary attached?		
Receipt of Invoice	Part G	
1. Invoice date to be entered (Date 1 field) 2. invoice matches the purchase order 3. Proper authorization of the goods received/services supplied? i.e. the limitation of authority based on approved TY10 4. Where accommodation, or refreshments requested, is list of attendees provided? 5. Is the signatory approving the purchase the same person who authorized the purchase order? 6. Is the amount the same? i.e. purchase order to invoice. If not, details provided? 7. Is it a partial payment of the purchase order? i.e. is there an amount in dispute? 8. is the sub output and account number correct and agrees to the purchase order 9. Check date of invoice; is the invoice date more than 5 days from receipt of payment request? if so, is explanation for delay attached 10. Has the receiving officer signed off as having received the goods and / or services per the purchase order		

CLEAR INBOX REGULARLY

GOVERNMENT OF SAMOA

PROCUREMENT CHECKLIST

Approval: Purchase Order / Invoice

Details	Treasury Instructions Ref#	Checked
Approval – Purchaser Order	Part K	
<ol style="list-style-type: none"> 1. Adequate documentation provided based on procurement level 2. Supplier details correct? 3. Payment justified? 4. Is approval from IAID required? 5. Sub output and account code in line with purchase request? 6. Where accommodation, or refreshments requested, is list of attendees provided? <ol style="list-style-type: none"> 1. If travel (airfare): is FK, Cabinet approval and itinerary attached? 7. If preferred quote is not lowest, is justification provided 8. Narration of the goods & services adequate? 9. Subject to VAGST? Is VAGST calculated correctly 10. Subject to withholding tax or exempt? Is Withholding tax deducted from supplier total 		
Approval – Invoice for Payment	Part G	
<ol style="list-style-type: none"> 1. Is the Invoice date entered in the “Date 1 field”? 2. Is the invoice date more than 5 days from receipt of payment request? if so, is explanation for delay attached 3. Invoice amount matches the purchase order. where differs, is the purchase order partially matched? 4. Is Certifying officer of the TY11 the same as the purchase order authorizing officer? 5. If travel (airfare): is FK, Cabinet approval and itinerary attached? 6. Is the amount the same? i.e. purchase order to invoice. If not, details provided? 7. Is it a partial payment of the purchase order? i.e. is there an amount in dispute? 8. is the sub output and account number correct and agrees to the purchase order 9. Check date of invoice; is the invoice date more than 5 days from receipt of payment request? if so, is explanation for delay attached 10. Has the receiving officer signed off as having received the goods and / or services per the purchase order 11. Approved? Workflow to MOF 		

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