



SOLOMON ISLANDS GOVERNMENT
Ministry of Finance and Treasury

C2

COMPLIANCE CHECKLIST – RENTALS

Required documents:	Ministry	MoFT	Comments
Signed Tenancy Agreement (long- term), or invoice (short-term)			
Letter of approval from PS (short term)			
Rental Waiver signed by PS (for long term when above officer eligibility)			
General Deduction Voucher (TY 281) or IRD exemption certificate			
Purchase Requisition (PR) and Payment Voucher (PV)			
Vendor Information Form (for new vendor)			
Compliance checks required:			
Check dates of Tenancy Agreement			
Check dates of Rental Waiver			
Check amount against entitlement under housing scheme			
Check amount on voucher against Tenancy Agreement			
Account code used is correct			
PR and PV have been signed by authorized person (and not approving payment to themselves)			
Name on PV matches Tenancy Agreement			
Data entry checks:			
Amount in AX matches PV			
Account code in AX matches PV			
Vendor name in AX matches PV			
Item code correct			
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:

Signed: _____ Name _____

Position: _____ Date: _____

MoFT Compliance performed by:

Signed: _____ Name _____

Position: _____ Date: _____