SOLOMON ISLANDS GOVERNMENT
Ministry of Finance and Treasury
COMPLIANCE CHECKLIST – LPO's
(up to $100,000 SBD)

C3

Required documents:	FI Ref	Ministry	MoFT	Comments
Purchase Requisition (PR)	P7 35			
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:				
PR has been signed by authorized person (and not approving payment to themselves)	P7 44			
Check amount on PR matches selected quotation				
Account code used is correct	P7 38.5(e)			
Name on PR matches quotations	P7 38.5(e)			
Check calculations on quotations 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 Requisition				
Account code in AX matches Requisition				
Vendor name in AX matches Requisition				
Item code and Units entered (eg box, each) correct				
Description has enough detail				
Budget OK				
LPO Printing				
Amount in AX matches Requisition				
Vendor name in AX matches PV				
Item code correct				
Account code used is correct				
Invoice posting:				
Invoice matches LPO (total amount, qty and unit costs)				
Amount in AX matches Invoice/LPO				
LPO endorsed by Ministry for receipt of goods				
All original quotes and requisition attached to LPO/Invoice				

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: _____