

## Checklist for Submission of Bill/Invoice for Payment

S. No.	Checklist Item	Yes/No/NA	Remarks
1	Form C/NC No. (required)	Yes	
2	The Budget Head has been mentioned		
3	The Supplier Code has been mentioned		
4	Budget Balance Available in ERP		
5	Signatures of the Buyer, Storekeeper, and HOD with date		
6	Issue Record completed and signed		
7	Pass Order specifying the amount in figures and words, along with Vendor name & Code		
8	GSTIN No. of Vendor updated in ERP		
9	Vendor's Bank Details in ERP matches the Bank Details on the bill/Invoice		
10	GIS (Goods Issue Slip) attached to Non-Consumable Items		
11	Performance Bank Guarantee (PBG), Delivery Challan, Installation Certificate (if part of the contract)- Attached		
12	Non-GEM Availability Report, duly signed by Buyer		
13	Form SPS-105(A)/104(A)/103(A), signed and dated (for Non-GEM purchases)		
14	PFC (Purchase Finalization Certificate) attached if GEM purchase > ₹50,000/-		
15	PFC attached if Non-GEM purchase > ₹1,00,000/-		
16	All attached documents have been signed by the buyer.		

Note:

- Each item in the checklist should be verified with a **Yes, No, or Not Applicable (NA)** mark, with any specific comments noted in the **Remarks** column.
- Attaching this checklist with each payment request will ensure bills reach the Accounts Section without common mistakes, facilitating faster payment processing.
- Ensure each item is carefully reviewed and marked appropriately to avoid delays.

(Signature of Storekeeper)