

Supporting Document List

Project/Transaction Title: _____

Date: _____

Prepared By: _____

No.	Document Name/Type	Description	Document Number/Reference	Date Issued	Remarks
1	Quotation	Supplier price quotation for materials	Q-2024-001	2024-05-21	Original copy
2	Invoice	Payment invoice from supplier	INV-2024-023	2024-05-23	-
3	Delivery Receipt	Acknowledgment of goods received	DR-2024-015	2024-05-24	Signed copy

Important Notes:

- Ensure all listed documents are attached and referenced correctly.
- Original or certified true copies are preferred for submission.
- Verify that all document numbers and dates are accurate and complete.
- Any missing document should be explained in the 'Remarks' column.
- This list should be updated if additional supporting documents are submitted.