



CHECKLIST FOR REQUISITION TO INCUR EXPENDITURE (RIE)

MINISTRY: HEAD: ALLOCATION:-.....-.....-..... (.....)

PROJECT/PROGRAMME:

Please tick the appropriate box where applicable:

		SEG 3 - 7	SEG 8	SEG 9	SEG 10
1	Information required on the RIE application (All SEGs)	Yes / No	Yes / No	Yes / No	Yes / No
1.1	Is the correct expenditure allocation and annual provision reflected?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
1.2	Is there any additional provision or redeployment affected during the year?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
1.3	Is the correct available balance reflected?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
1.4	Is the section on details of expenditure clearly and sufficiently states the reason for the RIE?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
1.5	Is the RIE signed by the authorized signatories? <ul style="list-style-type: none"> • Accountant or Requisition Officer • Head of Department/CSAs Board Director • Permanent Secretary or Acting Permanent Secretary 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2	Documentations required to support the RIE application	Yes / No	Yes / No	Yes / No	Yes / No
2.1	Covering Memo signed by PS (All SEGs)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.2	Breakdown of expenditure (All SEGs)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.3	Three (3) quotations (All SEGs)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.4	Acquittals (All SEGs)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.5	Original/Certified Invoice (All SEGs)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.6	Audited Financial Statement/Bank Statement/Term Deposit Details if any (SEG 6 and 10)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.7	Cash Flow (All SEGs)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.8	Payment Certificate (SEG 8 – 10)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
2.9	GL Report (All SEGs)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

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		Yes / No	Yes / No	Yes / No	Yes / No
2.10	GTB Approval for items costing > \$50,001 (VIP) (All SEGs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11	Contract Agreement (All SEGs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12	Board Approval for Capital Purchase/Construction (SEG 6 and 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.13	ITC Approval for purchase of IT related equipment (All SEGs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.14	Prime Minister's Approval for purchase of security related equipment (All SEGs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.15	Ministry of Economy (GFMU) approval for vehicle purchase (SEG 9)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.16	Ministry of Economy (CIU) endorsement for construction related projects (SEG 8 – 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.17	Cabinet Decision if any (All SEGs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.18	Board of Survey Report for Replacement Purchase (All SEGs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.19	Approval for Project Staff (SEG 7 – 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.20	Project profile (SEG 6 and 10)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.21	QPPR/Progress Report (All SEGs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.22	Work Programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.23	Copy of MOU/MOA between Ministry and the Donor (SEG 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.24	Copy of RBF Advise Slip for funds remitted from abroad (SEG 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.25	Copy of MOE Revenue Receipt and Cheque (SEG 7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.26	Electronic copy of the RIE submission be submitted to Ministry of Economy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I, the Accountant/Requisition Officer of the Ministry/Department wish to notify the Ministry of Economy that this Requisition to Incur Expenditure (RIE) has met all the requirements of the checklist that is applicable to this submission.

Name:Signature:

Designation:Date: