*Annex A*

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| **CHECKLIST OF REQUIREMENTS** | **WHERE TO SECURE** |
| Approved APP | Property and Supply Unit |
| PR | [https://pftms.dostcar.ph End-user](https://pftms.dostcar.ph/) |
| Procurement Forms: | [https://pftms.dostcar.ph](https://pftms.dostcar.ph/) |
| Request for Quotation |
| Abstract of Quotation/ Canvass |
| Purchase Order/ Job Order |
| Inspection and Acceptance Report |
| Property Acknowledgment Report |
| Inventory Custodian Slip |
| Requisition Issue Slip |
| Obligation Request Statement (ORS) | [https://pftms.dostcar.ph Budget Unit](https://pftms.dostcar.ph/) |
| Disbursement Voucher (DV) | [https://pftms.dostcar.ph Accounting Unit](https://pftms.dostcar.ph/) |