

**CHECKLIST FOR MINIMUM SUPPORTING DOCUMENTS TO BE
SUBMITTED FOR
CLAIM REIMBURSEMENTS**
(to be used in each claim for reimbursement)

1. Claim Forms

- a) Claim Form-Annex 4A
- b) Progress Report -Annex 4B

2. Invoices

- a) Equipment (Hardware & Software)
 - Purchase of Hardware / Software
 - If the purchase is in foreign currency, TT / remittance advice enclosed
 - Lease of Hardware : Lease Agreement & Leased instalments as per invoices billed
- b) Materials and ICT Services
 - Invoices
- c) Training
 - Invoices with description of training and enrichment programme, cost breakdown, dates and hours
- d) Professional Services
 - Invoices