

Form SP029 v.01

**Checklist of Requirements for
SUPPLEMENTAL BUDGETS (SPL)
(to be accomplished in 5 sets)**

Office : _____

Original Copies of the Following:

- ☐ Appropriation Ordinance
- ☐ SP Resolution (AIP Inclusion)
- ☐ CDC Resolution
- ☐ AIP Form (Addendum No. ____)
- ☐ Statement of Funding Sources (LBP Form No. 8)
- ☐ Statement of Supplement Appropriation
(LBP Form No. 9)
- ☐ Transmittal from the LCE
- ☐ LBA Form No. 1B
Checklist of Documentary and Signature
Requirement
- ☐ LBR Form No. 2a – Summary of Worksheet 1
- ☐ Certificate of savings
- ☐ Others

Submitted by: _____ Date: _____
(Signature over Printed Name)

Designation: _____

Reviewed by: _____ Date: _____

Received by: _____ Date: _____

Remarks:

