

	Finance	Logistics	Supplier
Requisition	Original	Original	
Quotation(s)	Original	Copy	
Waiver	Original	Copy	
Supplier due diligence report	Original	Copy	
RFQ	Original	Copy	
RFP	Original	Copy	
Tender bids	Original	Copy	
Tender committee TOR	Original	Copy	
Tender committee meeting minutes	Original	Copy	
CBA	Original	Copy	
Letter to successful/unsuccessful bidders	Original	Copy	Original
PO	Original	Copy	Original
Contract	Original	Original	
GRN	Original	Copy	
Contract extension form	Original	Original	Original
Invoice(s)	Original	Copy	Original
Proof of payment	Original	Copy	