



Student
Media
Office

ACTIVITY DOCUMENTATION CHECKLIST

Instruction: Please submit the following documents a week after the last day of your activity.

- ☐ Filled out Activity Report
- ☐ Filled out and tallied Evaluation Forms
- ☐ Filled out Liquidation form (to be accomplished by SMO Secretary)
- ☐ Signed liquidation letter
- ☐ Filled out Official Receipt with Tax Identification Number
- ☐ Signed original copy of supplier's quotation
- ☐ Statement of Account
- ☐ Others: _____
- ☐ Others: _____

Date Submitted:

Submitted by:

Project Head

Signature over printed name / Date

Received by:

SMO Director / Coordinator

Signature over printed name / Date