

Processing of LGU Request for Authority to Purchase Motor Vehicles Checklist

REQUIRED DOCUMENTS
1. Letter Request of LCE stating the type of vehicle to be purchased, number and specification.
2. Certification of Availability of Funds by Local Accountant
3. Local Ordinance or Resolution Approving such purchase
4. Updated inventory/accounting of all existing motor vehicles showing their status/ conditions/ worthiness
5. Appropriation Ordinance