

CHECK LIST FOR CLIENT DELIVERABLES

NO	LIST OF DELIVERABLES	TICK WHERE APPROPRIATE	OFFICIAL USE ONLY
1	Claim letter showing proper accountability of funds		
2	Original receipts on all approved costs e.g stationery, meals, accommodation, transport, venue, tuition fees, etc		
3	Copies of handouts/training modules given out during the activity.		
4	Photographs taken during the activity		
5	Attendance lists for all days covered during the activity		
6	Copy of cheque payments made to Service Providers/Consultants/trainers or Withdrawal slips stamped by the bank		
7	Acknowledgement receipt(s) from Service Providers Consultants/Trainers for receipt of full fees		
8	Detailed client report showing level of satisfaction with activity & how the activity will enhance the business performance		
9	Individual evaluation reports from each of the participants trained		
10	Detailed reports from Service Providers Consultant(s)/Trainer(s) on the activity		
11	Copy of certificate issued to the participants		
12	Original air tickets and boarding passes (for activities out side Uganda)		
13	Bank Statement showing movement of funds at the end of the activity		
14	Monthly reports for ISO, HACCP Certification		
15	Any other relevant items, necessary for BUDS Reimbursement		

Submitted by: _____

Title: _____

Name of Business/Assoc.: _____

Date: _____

Official: BUDS

Received & Checked by: _____ Date: _____