1	Record the need and purpose of the project	Required documents 1. Conduct open-**source** examination 2. Obtain quotations
2	Record the need for procurement and budget rquest	1. Conduct open-source examination
3	Implement the project	Implement acccor ding to PDCA process
4	Report project implementation, final report (following PDCA model)	1. Record project closure report – not later than 15) days 2. Submit to the Treasury for disbursement 3. Upload PDF file or document file Google Drive link