

OPEX/CAPEX Requisition Form

Request Details

Request ID: OPEXCAPEX_0038
Submission Date: 2025-07-09T09:56:22.502009
Requester Name: Udu Aka
Requester Staff ID: POL/2024/002
Requester Department: Finance
Request Type: OPEX (Operational Expenditure)
Item Description: Repair Work on Faulty Toyota RAV4
Expense Line: Fleet Management

Financial Details

Budgeted Amount: NGN 5,000,000.00
Material Cost: NGN 120,000.00
Labor Cost: NGN 23,000.00
Total Amount: NGN 143,000.00
WHT Percentage: 5%
WHT Amount: NGN 7,150.00
Net Amount Payable: NGN 135,850.00
Budget Balance (After Request): NGN 4,857,000.00

Justification

Justification: Provide detailed reasons and benefits of this requisition.

Vendor Details

Vendor Name: Alpha Link Technical Services
Vendor Account Name: Oladele
Vendor Account No: 2345678900
Vendor Bank: Access Bank

Approval History

- Admin Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:16:20: Approved. Comment: Approved
- HR Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:16:23: Approved. Comment: Approved
- Finance Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:16:25: Approved. Comment: Approved
- MD by abdul_bolaji@yahoo.com on 2025-07-11 16:16:27: Approved. Comment: Approved

Final Status

Status: Approved