

# OPEX/CAPEX Requisition Form

## Request Details

**Request ID:** OPEX-0037  
**Submission Date:** 2025-07-08T19:31:28.545380  
**Requester Name:** Udu Aka  
**Requester Staff ID:** POL/2024/002  
**Requester Department:** Finance  
**Request Type:** OPEX  
**Item Description:** Repair faulty Generator Set  
**Expense Line:** Plant & Machinery Maintenance

## Financial Details

**Budgeted Amount:** NGN 450,000.00  
**Material Cost:** NGN 50,000.00  
**Labor Cost:** NGN 18,000.00  
**Total Amount:** NGN 68,000.00  
**WHT Percentage:** 5%  
**WHT Amount:** NGN 3,400.00  
**Net Amount Payable:** NGN 64,600.00  
**Budget Balance (After Request):** NGN 382,000.00

## Justification

**Justification:** For Preventive Maintenance

## Vendor Details

**Vendor Name:** Bestway Engineering Services Ltd  
**Vendor Account Name:** Benjamin  
**Vendor Account No:** 1234567890  
**Vendor Bank:** GTB

## Approval History

- Admin Manager by abdul\_bolaji@yahoo.com on 2025-07-11 16:16:53: Approved. Comment: Approved
- HR Manager by abdul\_bolaji@yahoo.com on 2025-07-11 16:16:57: Approved. Comment: Approved
- Finance Manager by abdul\_bolaji@yahoo.com on 2025-07-11 16:16:59: Approved. Comment: Approved
- MD by abdul\_bolaji@yahoo.com on 2025-07-11 16:17:02: Approved. Comment: Approved

## Final Status

Status: Approved