

OPEX/CAPEX Requisition Form

Request Details

Request ID: OPEXCAPEX-0043
Submission Date: 2025-07-09T17:32:48.643770
Requester Name: Udu Aka
Requester Staff ID: POL/2024/002
Requester Department: Finance
Request Type: OPEX (Operational Expenditure)
Item Description: Internet Subscription for the month of May 2025 as attached
Expense Line: Subscriptions

Financial Details

Budgeted Amount: NGN 1,000,000.00
Material Cost: NGN 100,000.00
Labor Cost: NGN 0.00
Total Amount: NGN 100,000.00
WHT Percentage: 0%
WHT Amount: NGN 0.00
Net Amount Payable: NGN 100,000.00
Budget Balance (After Request): NGN 900,000.00

Justification

Justification: To ensure office continuity

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 16:12:45: Approved. Comment: Approved
- HR Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:12:49: Approved. Comment: Approved
- Finance Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:12:52: Approved. Comment: Approved
- MD by abdul_bolaji@yahoo.com on 2025-07-11 16:12:55: Approved. Comment: Approved

Final Status

Status: Approved