

OPEX/CAPEX Requisition Form

Request Details

Request ID: OPEXCAPEX-0040
Submission Date: 2025-07-09T11:52:54.600708
Requester Name: Udu Aka
Requester Staff ID: POL/2024/002
Requester Department: Finance
Request Type: OPEX (Operational Expenditure)
Item Description: Repair of faulty Copier
Expense Line: Equipment Maintenance

Financial Details

Budgeted Amount: NGN 500,000.00
Material Cost: NGN 65,000.00
Labor Cost: NGN 20,000.00
Total Amount: NGN 85,000.00
WHT Percentage: 5%
WHT Amount: NGN 4,250.00
Net Amount Payable: NGN 80,750.00
Budget Balance (After Request): NGN 415,000.00

Justification

Justification: Business 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 abdulahi_ibrahim on 2025-07-11 16:06:01: Approved. Comment: Approved
- HR Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:15:10: Approved. Comment: Approved
- Finance Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:15:15: Approved. Comment: Approved
- MD by abdul_bolaji@yahoo.com on 2025-07-11 16:15:18: Approved. Comment: Approved

Final Status

Status: Approved