

OPEX/CAPEX Requisition Form

Request Details

Request ID: REQ-0035
Submission Date: 2025-07-08T17:55:08.030383
Requester Name: Udu Aka
Requester Staff ID: POL/2024/002
Requester Department: Finance
Request Type: OPEX (Operating Expenditure)
Item Description: Approval request to carry out repair work on the faulty LR4 with the following parts requirement:
1. Engine Oil Cooler
2. Coolant (2 Cans)
Expense Line: Fleet Management

Financial Details

Budgeted Amount: NGN 5,000,000.00
Material Cost: NGN 114,000.00
Labor Cost: NGN 25,000.00
Total Amount: NGN 139,000.00
WHT Percentage: 5%%
WHT Amount: NGN 1,250.00
Net Amount Payable: NGN 137,750.00
Budget Balance (After Request): NGN 4,862,250.00

Justification

Justification: To ensure the vehicle is in good condition

Vendor Details

Vendor Name: Emmafem Resources Nig. Ent.
Vendor Account Name: Radius
Vendor Account No: 2345678901
Vendor Bank: UBA

Approval History

- Admin Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:18:02: Approved. Comment: Approved
- HR Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:18:05: Approved. Comment: Approved
- Finance Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:18:10: Approved. Comment: Approved

- MD by abdul_bolaji@yahoo.com on 2025-07-11 16:18:12: Approved. Comment: Approved

Final Status

Status: Approved