

OPEX/CAPEX Requisition Form

Request Details

Request ID: REQ-0050
Submission Date: 2025-07-11T14:45:53.687704
Requester Name: Udu Aka
Requester Staff ID: POL/2024/002
Requester Department: Finance
Request Type: OPEX (Operating Expenditure)
Item Description: Repair of faulty LR4
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: Road worthiness

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 abdulahi_ibrahim on 2025-07-11 14:47:57: Approved. Comment: Approved
- HR Manager by abdul_bolaji@yahoo.com on 2025-07-11 14:49:19: Approved. Comment: Approved
- Finance Manager by abdul_bolaji@yahoo.com on 2025-07-11 14:49:27: Approved. Comment: Approved
- MD by abdul_bolaji@yahoo.com on 2025-07-11 16:10:05: Approved. Comment: Approved

Final Status

Status: Approved