

OPEX/CAPEX Requisition Form

Request Details

Request ID: REQ-0033
Submission Date: 2025-07-08T12:26:02.449638
Requester Name: Udu Aka
Requester Staff ID: POL/2024/002
Requester Department: Finance
Request Type: OPEX (Operating Expenditure)
Item Description: We seek approval to repair faulty AC Unit in HR Offices
Expense Line: Office Repairs and Maintenance

Financial Details

Budgeted Amount: NGN 1,000,000.00
Material Cost: NGN 25,000.00
Labor Cost: NGN 5,000.00
Total Amount: NGN 30,000.00
WHT Percentage: 5%%
WHT Amount: NGN 250.00
Net Amount Payable: NGN 29,750.00
Budget Balance (After Request): NGN 970,250.00

Justification

Justification: As preventive maintenance

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 abdul_bolaji@yahoo.com on 2025-07-11 16:19:34: Approved. Comment: Approved
- HR Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:21:43: Approved. Comment: Approved
- Finance Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:21:46: Approved. Comment: Approved
- MD by abdul_bolaji@yahoo.com on 2025-07-11 16:21:50: Approved. Comment: Approved

Final Status

Status: Approved