

OPEX/CAPEX Requisition Form

Request Details

Request ID: REQ-0051
Submission Date: 2025-07-11T15:53:02.149710
Requester Name: Udu Aka
Requester Staff ID: POL/2024/002
Requester Department: Finance
Request Type: OPEX (Operating Expenditure)
Item Description: Request for Payment
Expense Line: Fleet Management

Financial Details

Budgeted Amount: NGN 5,000,000.00
Material Cost: NGN 15,000.00
Labor Cost: NGN 5,000.00
Total Amount: NGN 20,000.00
WHT Percentage: 5%%
WHT Amount: NGN 250.00
Net Amount Payable: NGN 19,750.00
Budget Balance (After Request): NGN 4,980,250.00

Justification

Justification: Requesting

Vendor Details

Vendor Name: Neptune Global Services
Vendor Account Name: Folashade
Vendor Account No: 12345678911
Vendor Bank: Union Bank

Approval History

- Admin Manager by abdulahi_ibrahim on 2025-07-11 15:53:51: Approved. Comment: Approved
- HR Manager by abdul_bolaji@yahoo.com on 2025-07-11 15:55:06: Approved. Comment: Approved
- Finance Manager by abdul_bolaji@yahoo.com on 2025-07-11 15:55:11: Approved. Comment: Approved
- MD by abdul_bolaji@yahoo.com on 2025-07-11 15:55:16: Approved. Comment: Approved

Final Status

Status: Approved