

OPEX/CAPEX Requisition Form

Request Details

Request ID: 8
Submission Date: 2025-06-17
Requester Name: King Queen
Requester Staff ID: N/A
Requester Department: Administration
Request Type: OPEX (Operational Expenditure)
Item Description: Approval request to purchase office stationeries
Expense Line: N/A

Financial Details

Budgeted Amount: NGN 0.00
Material Cost: NGN 0.00
Labor Cost: NGN 0.00
Total Amount: NGN 275,000.00
WHT Percentage: 0%
WHT Amount: NGN 0.00
Net Amount Payable: NGN 0.00
Budget Balance (After Request): NGN 0.00

Justification

Justification: For restock

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 16:22:35: Approved. Comment: Approved
- HR Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:22:39: Approved. Comment: Approved
- Finance Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:22:45: Approved. Comment: Approved
- MD by abdul_bolaji@yahoo.com on 2025-07-11 16:22:59: Approved. Comment: Approved

Final Status

Status: Approved