

OPEX/CAPEX Requisition Form

Request Details

Request ID: OPEXCAPEX-0042
Submission Date: 2025-07-09T17:22:21.528766
Requester Name: Udu Aka
Requester Staff ID: POL/2024/002
Requester Department: Finance
Request Type: OPEX (Operational Expenditure)
Item Description: Renewal of Insurance Policy of BMW
Expense Line: Insurance

Financial Details

Budgeted Amount: NGN 7,500,000.00
Material Cost: NGN 2,000,000.00
Labor Cost: NGN 0.00
Total Amount: NGN 2,000,000.00
WHT Percentage: 5%
WHT Amount: NGN 100,000.00
Net Amount Payable: NGN 1,900,000.00
Budget Balance (After Request): NGN 5,500,000.00

Justification

Justification: Regulatory Compliance

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 16:13:16: Approved. Comment: Approved
- HR Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:13:20: Approved. Comment: Approved
- Finance Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:13:24: Approved. Comment: Approved
- MD by abdul_bolaji@yahoo.com on 2025-07-11 16:13:27: Approved. Comment: Approved

Final Status

Status: Approved