

# OPEX/CAPEX Requisition Form

## Request Details

**Request ID:** OPEXCAPEX-0031  
**Submission Date:** 2025-07-07T17:15:03.906930  
**Requester Name:** Udu Aka  
**Requester Staff ID:** POL/2024/002  
**Requester Department:** Finance  
**Request Type:** OPEX (Operational Expenditure)  
**Item Description:** Purchase of A4 Papers  
**Expense Line:** N/A

## Financial Details

**Budgeted Amount:** NGN 0.00  
**Material Cost:** NGN 0.00  
**Labor Cost:** NGN 0.00  
**Total Amount:** NGN 50,000.00  
**WHT Percentage:** 0%  
**WHT Amount:** NGN 0.00  
**Net Amount Payable:** NGN 0.00  
**Budget Balance (After Request):** NGN 0.00

## Justification

**Justification:** For Re-order

## 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 17:55:54: Approved. Comment: Approved
- HR Manager by abdul\_bolaji@yahoo.com on 2025-07-11 17:55:58: Approved. Comment: Approved
- Finance Manager by abdul\_bolaji@yahoo.com on 2025-07-11 17:56:02: Approved. Comment: Approved
- MD by abdul\_bolaji@yahoo.com on 2025-07-11 17:56:05: Approved. Comment: Approved

## Final Status

Status: Approved