

Polaris Digitech - Opex Requisition

Employee Details:

Name: IBRAHIM ABDULAH

Department: Admin

Email: abdul_bolaji@yahoo.com

Phone: 07035739744

Requisition Details:

Title: Office Requisition-Repair AC of LR4

Details: Repair of faulty AC unit of LR4.

Below details of the job:

1. Replacement of Thermosta
2. Gass Refilling
3. Replacement Capacitor
4. Installation of Hose

Benef

Cost Breakdown:

Materials Cost: 30,000.00 NGN

Labour/Services Cost: 7,000.00 NGN

Withholding Tax (%): 5%

Withholding Tax Amount: 350.00 NGN

Net Labour/Services Cost: 6,650.00 NGN

Total Net Amount Requested: 36,650.00 NGN

Amount Budgeted: 2,000,000.00 NGN

Budget Balance: 1,963,350.00 NGN

Account Details:

Account Name: Fasco

Account No: 1234567890

Bank: Opay

Submitted Date: June 03, 2025

Attached Document:

- Performance_Appraisal_Q2 2025 (1).pdf

Approval Status:

Admin Manager: Pending

Finance Manager: Pending

HR Manager: Pending

Managing Director: Pending

This is an electronically generated document and does not require a signature.