

OPEX/CAPEX Requisition Form

Request Details

Request ID: REQ-0034
Submission Date: 2025-07-08T12:34:14.926640
Requester Name: Udu Aka
Requester Staff ID: POL/2024/002
Requester Department: Finance
Request Type: OPEX (Operating Expenditure)
Item Description: Repair of Office Generator
Expense Line: Plant & Machinery Maintenance

Financial Details

Budgeted Amount: NGN 450,000.00
Material Cost: NGN 170,000.00
Labor Cost: NGN 25,000.00
Total Amount: NGN 195,000.00
WHT Percentage: 5%%
WHT Amount: NGN 1,250.00
Net Amount Payable: NGN 193,750.00
Budget Balance (After Request): NGN 256,250.00

Justification

Justification: For Preventive Maintenance

Vendor Details

Vendor Name: Bestway Engineering Services Ltd
Vendor Account Name: Benjamin
Vendor Account No: 1234567890
Vendor Bank: GTB

Approval History

- Admin Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:19:05: Approved. Comment: Approved
- HR Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:19:08: Approved. Comment: Approved
- Finance Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:19:11: Approved. Comment: Approved
- MD by abdul_bolaji@yahoo.com on 2025-07-11 16:19:13: Approved. Comment: Approved

Final Status

Status: Approved