

OPEX/CAPEX Requisition Form

Request Details

Request ID: REQ-0036
Submission Date: 2025-07-08T18:59:27.416382
Requester Name: Udu Aka
Requester Staff ID: POL/2024/002
Requester Department: Finance
Request Type: OPEX (Operating Expenditure)
Item Description: Repair of faulty AC unit in HR Office
Expense Line: Office Repairs and Maintenance

Financial Details

Budgeted Amount: NGN 1,000,000.00
Material Cost: NGN 55,000.00
Labor Cost: NGN 15,000.00
Total Amount: NGN 70,000.00
WHT Percentage: 5%%
WHT Amount: NGN 750.00
Net Amount Payable: NGN 69,250.00
Budget Balance (After Request): NGN 930,750.00

Justification

Justification: To ensure the equipment is working optimally

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 16:17:28: Approved. Comment: Approved
- HR Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:17:32: Approved. Comment: Approved
- Finance Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:17:35: Approved. Comment: Approved
- MD by abdul_bolaji@yahoo.com on 2025-07-11 16:17:38: Approved. Comment: Approved

Final Status

Status: Approved