

OPEX/CAPEX Requisition Form

Request Details

Request ID: REQ-0047
Submission Date: 2025-07-10T18:50:24.172649
Requester Name: Udu Aka
Requester Staff ID: POL/2024/002
Requester Department: Finance
Request Type: OPEX (Operating Expenditure)
Item Description: Internet Bill for the month of July 2025
Expense Line: Internet Subscription

Financial Details

Budgeted Amount: NGN 2,500,000.00
Material Cost: NGN 55,000.00
Labor Cost: NGN 0.00
Total Amount: NGN 55,000.00
WHT Percentage: 0%%
WHT Amount: NGN 0.00
Net Amount Payable: NGN 55,000.00
Budget Balance (After Request): NGN 2,445,000.00

Justification

Justification: To Avoid Internet downtime

Vendor Details

Vendor Name: Neptune Global Services
Vendor Account Name: Folashade
Vendor Account No: 12345678911
Vendor Bank: Union Bank

Approval History

- Admin Manager by abdulahi_ibrahim on 2025-07-10 19:18:49: Approved. Comment: Approved
- HR Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:11:11: Approved. Comment: Approved
- Finance Manager by abdul_bolaji@yahoo.com on 2025-07-11 16:11:16: Approved. Comment: Approved
- MD by abdul_bolaji@yahoo.com on 2025-07-11 16:11:18: Approved. Comment: Approved

Final Status

Status: Approved