



CASH REQUISITION FORM

ENL/ACCT/F01

LAGOS OFFICE

DATE 24/03/2023

S/N	Description	N	K
1.	Additional Imprest for the month of March, 2023	15,000	00
TOTAL		15,000	00
REQUESTED BY:	NAME	SIGNATURE	DATE
AUTHORIZED BY:			
APPROVED BY:			

EXPENDITURES FOR THE MONTH OF MARCH, 2023

DATE	DESCRIPTION	AMOUNT	COMMENT
	Bal B/F from February, 2023		4,450.00
3/1/2023	Purchase of Airtime	500.00	
3/2/2023	Purchase of Cway water one bottle	850.00	
3/2/2023	Purchase of Airtime for subscription	1,000.00	
3/6/2023	Transport to Nipex to follow up with our bid and to see Mr. Idowu to drop calendar for him	1,200.00	
	TOTAL		3,550.00
	Cash balance at Hand as of 6th March, 2023		900.00
	Imprest Received for March, As at 16th, 2023		5,700.00
	Total Cash at Hand		6,600.00
3/21/2023	Transport to Nimasa Head Office to follow up with our document at ROS, Maritime Labour, And Cabotgae	2,000.00	
3/22/2023	Transport to Nimasa Kiri kiri branch to submit an Application for Plan Approval for Princess Damiete Tugboat	1,500.00	
3/23/2023	Transport to Nimasa Head office to pick up our outstanding Debit Note "ENL Mercy & Ords. And also to confirm our crew list registration on Maritime Labour	2,000.00	
	Cash at Hand as of	9,050.00	