



ST LOUIS UNIVERSITY INSTITUTE

Medical Studies, Engineering & Technology, Agriculture.

AUTHORIZATION NO 22 02 902/L/MINESUP/DDES/SD ESUP/SDA/ANAP OF 09 MAY. 2022

Petty Cash Log for August TO OCTOBER 2022

For 02/09/2022 through 10/26/2022

Balance -FCFA422,312

Date	Receipt No.	Description	CASH IN	CASH OUT
8/1/2022		CASH BROUGHT FORWARD	-210,556 FCFA	- FCFA
8/10/2022	4515588884	momo deposite /Charges	334,000 FCFA	3,500 FCFA
	Received	Clearing Carry-over May-July debt	- FCFA	210,556 FCFA
9/9/2022	4679176820	Payment of electricity bill for August 2022	- FCFA	30,000 FCFA
8/23/2022	105	Gas Plate at the Guest apartment	- FCFA	25,000 FCFA
	Data Activation	Communication allowance	- FCFA	10,000 FCFA
	Given cash	Communication credit to Guard (Mr. Yusufu)	- FCFA	5,000 FCFA
9/7/2022	FV15457	Purchase/Replacement of 11 electricity bulbs	- FCFA	16,500 FCFA
6/18/2022	Cash	Motivation to laborers for arranging the entrance road into campus	- FCFA	10,000 FCFA
	Cash	Publicity tip to 2 CRTV Journalists who visited the School and conducted and interview to broadcast	- FCFA	20,000 FCFA
8/26/2022	CB02108254/	Interviewers' Snacks and Lunch Break	- FCFA	18,000 FCFA
8/22/2022	DLA31028/22	Transportation of publicity items from Douala	- FCFA	6,000 FCFA
8/26/2022	4600386335	momo Received from N A RAKARI	153,000 FCFA	- FCFA
8/18/2022	2287	Mailling of Bamenda Transcripts from MINESUP	- FCFA	2,000 FCFA
13/09/2022	4704413975	Refreshment for administrative staff meeting	- FCFA	20,000 FCFA
2/9/2022	Given cash	Payments for a stand at Palaise de sport + Transportation	- FCFA	102,000 FCFA
3/9/2022	Given cash	Repairs of 3-Roll-ups	- FCFA	3,000 FCFA
	Given cash	Refreshment for Annual administrative meeting	- FCFA	25,000 FCFA
	Given Cash	Refreshment for Annual general staff meeting		35,000 FCFA
8/8/2022	T21867PKJY3V	Sending certified HND documents to Douala	- FCFA	1,000 FCFA
		Purchase of a packet of office folders	- FCFA	3,000 FCFA
		Purchase of Cleaning detergent	- FCFA	3,500 FCFA
10/21/2022	Purchase	Liquid Detergent (PAX) 5L	- FCFA	5,800 FCFA
10/2/2022	Voucher 001Y	Purchase of genitor gloves+ spinge	- FCFA	1,500 FCFA
10/26/2022	Voucher 002Y	Travelling allowance to dean for a serminar	- FCFA	25,000 FCFA
10/3/2022	Eneo ID:4810748445	Payment of electricity bill for September, 2022	- FCFA	2,000 FCFA
10/5/2022	Eneo ID:4821351284	Payment of electricity bill for September, 2022	- FCFA	28,000 FCFA
10/4/2022	Fac 00000007	Purchase of Pax and Javel	- FCFA	3,000 FCFA
9/14/2022	Fac 0000139	Purchase of Pax and Javel	- FCFA	3,500 FCFA
10/17/2022	Fac 00688	Purchase of Rechargeable MIC batteries	- FCFA	15,000 FCFA
9/28/2022		Purchase of Non-rechargeable batteries	- FCFA	3,000 FCFA
10/12/2022	Voucher 003Y	Lunch to Driver who brought tables and chairs from Douala	- FCFA	3,500 FCFA
10/25/2022	Eneo ID: 4934586889	Payment of electricity bill for October 2022	- FCFA	30,000 FCFA
10/17/2022	Momo ID: 4889173859	Purchase of a packet of toilet rolls (48 pieces) at DOVV	- FCFA	14,400 FCFA
		Miscellaneous	- FCFA	15,000 FCFA
		BALANCE	SUM INCOMING CASH	SUM SPENT CASH
Total	30	-422312.4	276,444 FCFA	698,756 FCFA

NOVEMBER REQUEST FOR PETTY CASH-YAOUNDE		680,000 FCFA
BUDGET LINE FOR NOVEMBER 2022		
Discription	Cost	REMARKS
To clear pending debt of Sept. 2022	422,312 FCFA	
Electricity bill for November 2022	30,000 FCFA	
Communication allowance	10,000 FCFA	
Draining of the school toilet	85,000 FCFA	
Repositioning of the Entrance notice board	15,000 FCFA	
Visiting GBHS Mendong during orientation for publicity	30,000 FCFA	
Repositioning of the Entrance notice board	15,000 FCFA	
Renewal of antivirus licences	25,000 FCFA	
Transportation of Property from the Guest House at Obili	30,000 FCFA	
Miscellaneous	15,000 FCFA	
SUM	677,312 FCFA	

Date	Receipt No.	Description	CASH IN	CASH OUT
SANITATION NEEDS				
S/N	QTY	DISCRPTION	Cost	REMARKS
1	5L	Liquid Soap		
2	2 Pieces	Savon		
3	2 Packets	Omo		
4	4 Pieces	Floor Rags		
5	3 Pieces	Local Brooms		
6	3 Pieces	Modern Brooms		
7	2 Pairs	Hard genitor gloves		
8	2 Pieces	Plastic Buckets		
9	10 L	La Croix		
10	2 Pieces	Dust Pans		
11	1 Piece	Rackclaire		
12	1 Piece	Dust Bin (For new hall)		
13	1 Pair	Rainboots for Genitor		
ESTIMATE VALUE			45,000FRS	

MR. NDIPENDOH KINGSLEY

DR. NJOYA

ADMINISTRATIVE REPRESENTATIVE

DELEGATE DIRECTOR

26TH OCTOBER, 2022



26/10/22