**OLABISI ONABANJO UNIVERSITY**

**COLLEGE OF ENGINEERING & ENVIRONMENTAL STUDIES**

**IBOGUN CAMPUS**

**INTERNAL MEMORANDUM**

**From:** Agboola Blessed Samson **To:** The Vice Chancellor

Though: The Provost, College of Medicine

Through: The Dean of Basic Medical Science

**Date:** 10th June, 2021 Through: The HOD, Anatomy Department

Sir,

**REQUEST FOR OUTSTATION ALLOWANCE FOR FABRICATION OF HANDLING EQUIPMENT AND INSTALLATION OF FIVE (5) STORAGE TANKS IN ANATOMY DEPARTMENT, SAGAMU**

I write to request for Transportation and Night Allowance for the fabrication of storage tank handling equipment, installation of handling equipment and the installation of five (5) storage tank in Anatomy Department, Sagamu. These include:

1. Assessment of handling equipment required for the Storage Tanks in Anatomy department at Ikenne campus between 23th to 24th March, 2021;

Transportation from Ibogun to Ikenne (23thMarch, 2021)

Night Allowance (1 day - 23th March 2021)

Transportation from Ikenne to Ibogun (24th March 2021)

2. Installation of fabricated handling equipment and Excavation of hardcore german floor in preparation for storage tank installation at Sagamu between 25th – 30th April, 2021;

Transportation from Ibogun to Sagamu (25th April, 2021)

Night Allowance (5 days: 25th-30th April 2021)

Transportation from Sagamu to Ibogun (30th April, 2021)

3. Installation of five (5) Storage Tank in Anatomy Department, Sagamu Campus between 24th-29th May, 2021;

Transportation from Ibogun to Ikenne (24th May, 2021)

Night Allowance (5 days: 24th – 29th May 2021)

Transportation from Ikenne to Ibogun (29th May 2021)

My account details: WEMA Bank Account No – 0120226986.

Thanks for your consideration, Sir.

**Engr. Agboola B. S. (OOU/NAS/P.821)**

**(Assistant Chief Technologist)**

**OLABISI ONABANJO UNIVERSITY**

**COLLEGE OF ENGINEERING & ENVIRONMENTAL STUDIES**

**IBOGUN CAMPUS**

**INTERNAL MEMORANDUM**

**From: Adebayo Sikiru A.**  **To:** The Vice Chancellor

Though: The Provost, College of Medicine

Through: The Dean of Basic Medical Science

**Date:** 10th June, 2021 Through: The HOD, Anatomy Department

Sir,

**REQUEST FOR OUTSTATION ALLOWANCE FOR FABRICATION OF HANDLING EQUIPMENT AND INSTALLATION OF FIVE (5) STORAGE TANKS IN ANATOMY DEPARTMENT, SAGAMU**

I write to request for Transportation and Night Allowance for the fabrication of storage tank handling equipment, installation of handling equipment and the installation of five (5) storage tank in Anatomy Department, Sagamu. These include:

1. Assessment of handling equipment required for the Storage Tanks in Anatomy department at Ikenne campus between 23th to 24th March, 2021;

Transportation from Ibogun to Ikenne (23th March, 2021)

Night Allowance (1 day - 23th March 2021)

Transportation from Ikenne to Ibogun (24th March 2021)

2. Installation of fabricated handling equipment and Excavation of hardcore german floor in preparation for storage tank installation at Sagamu between 25th – 30th April, 2021;

Transportation from Ibogun to Sagamu (25th April, 2021)

Night Allowance (5 days: 25th-30th April 2021)

Transportation from Sagamu to Ibogun (30th April, 2021)

3. Installation of five (5) Storage Tank in Anatomy Department, Sagamu Campus between 24th-29th May, 2021;

Transportation from Ibogun to Ikenne (24th May, 2021)

Night Allowance (5 days: 24th – 29th May 2021)

Transportation from Ikenne to Ibogun (29th May 2021)

My account details: First Bank Account No – 3101320420.

Thanks for your consideration, Sir.

**Adebayo Sikiru A. (OOU/NAS/P.1054)**

**(Technologist I)**

**OLABISI ONABANJO UNIVERSITY**

**COLLEGE OF ENGINEERING & ENVIRONMENTAL STUDIES**

**IBOGUN CAMPUS**

**INTERNAL MEMORANDUM**

**From: Ayodeji Babatunde Y.**  **To:** The Vice Chancellor

Though: The Provost. College of Medicine

Through: The Dean of Basic Medical Science

**Date:** 10th June, 2021 Through: The HOD, Anatomy Department

Sir,

**REQUEST FOR OUTSTATION ALLOWANCE FOR FABRICATION OF HANDLING EQUIPMENT AND INSTALLATION OF FIVE (5) STORAGE TANKS IN ANATOMY DEPARTMENT, SAGAMU**

I write to request for Transportation and Night Allowance for the fabrication of storage tank handling equipment, installation of handling equipment and the installation of five (5) storage tank in Anatomy Department, Sagamu. These include:

1. Assessment of handling equipment required for the Storage Tanks in Anatomy department at Ikenne campus between 23th to 24th March, 2021;

Transportation from Ibogun to Ikenne (23th March, 2021)

Night Allowance (1 day - 23th March 2021)

Transportation from Ikenne to Ibogun (24th March 2021)

2. Installation of fabricated handling equipment and Excavation of hardcore German floor in preparation for storage tank installation at Sagamu between 25th – 30th April, 2021;

Transportation from Ibogun to Sagamu (25th April, 2021)

Night Allowance (5 days: 25th-30th April 2021)

Transportation from Sagamu to Ibogun (30th April, 2021)

3. Installation of five (5) Storage Tank in Anatomy Department, Sagamu Campus between 24th-29th May, 2021;

Transportation from Ibogun to Ikenne (24th May, 2021)

Night Allowance (5 days: 24th – 29th May 2021)

Transportation from Ikenne to Ibogun (29th May 2021)

My account details: WEMA Bank Account No – 0228551959.

Thanks for your consideration, Sir.

**Ayodeji Babatunde Yusuf (OOU/NASJ/P.2177)**

**(Artisan grade III)**

**OLABISI ONABANJO UNIVERSITY**

**COLLEGE OF ENGINEERING & ENVIRONMENTAL STUDIES**

**IBOGUN CAMPUS**

**INTERNAL MEMORANDUM**

**From: Adebayo S. A.**  **To:** The Bursar,

Bursary Department, OOU

**Date:** 10th June, 2021

Sir,

**RETIREMENT OF MONEY (N1926000:00) RECEIVED ON THE 24TH APRIL, 2021 FOR THE FABRICATION OF 3TONNES HANDLING EQUIPMENT AND INSTALLATION OF FIVE (5) STORAGE TANK IN ANATOMY DEPARTMENT AND REQUEST FOR REIMBURSMENT OF N4320:00.**

I hereby present the details of expenditure on the fabrication of 3tonnes Handling Equipment and installation of five (5) Storage Tanks in Anatomy Department.

The details presented include:

1. **INSTALLATION OF FIVE (5) STORAGE TANKS IN ANATOMY DEPARTMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **DESCRIPTION** | **QTY** | **RATE (N)** | **AMOUNT (N)** |
| 1 | Excavation | 1 | 268000 | 268000 |
| 2 | Cement (bag) | 15 | 3800 | 57000 |
| 3 | Granite (5tons) | 1 | 37000 | 37000 |
| 4 | Sharp Sand (5tons) | 1 | 16000 | 16000 |
| 5 | Soft Sand (5tons) | 1 | 12000 | 12000 |
| 6 | Bricklayer (2person for 7days@ N5000each) | 7 | 10000 | 70000 |
| 7 | Carpenter (2person for 2days@ N5000each) | 2 | 10000 | 20000 |
| 8 | Mild Steel (4ftx8ft) 8mm thick | 1 | 121000 | 121000 |
| 9 | Welder (3persons for 8days@ N5000each) | 8 | 15000 | 120000 |
| 10 | MS Electrode G10 | 1 | 3800 | 3800 |
| 11 | MS Electrode G10 | 1 | 4000 | 4000 |
| 12 | Storage Tank carriage labour (6persons@N4000 each) | 6 | 4000 | 24000 |
| 13 | Gas cutting - 5mm thick/10mm/12mm thick different sizes |  | 12600 | 12600 |
| 14 | Angle Iron 6mm thick | 8 | 9400 | 75200 |
| 15 | Iron Rod 12mm | 1 | 4500 | 4500 |
| 16 | Generator Rentage (N5000/day for 6days) | 6 | 5000 | 30000 |
| 17 | Transportation | 1 | 21500 | 21500 |
|  | **SUB-TOTAL (A)** |  |  | **896600** |

1. **FABRICATION OF 3TONNES STORAGE TANK HANDLING EQUIPMENT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **DESCRIPTION** | **QTY** | **RATE (N)** | **AMOUNT (N)** |
| 1 | Channel 3 (8mm) thick | 6 | 22600 | 135600 |
| 2 | MS checker plate | 2 | 85000 | 170000 |
| 3 | Vita chain block 3tons | 1 | 50000 | 50000 |
| 4 | 6" rubber tyres | 1 | 20000 | 20000 |
| 5 | 9" solid tyres | 1 | 16000 | 16000 |
| 6 | Bolt/Nuts | 16 | 300 | 4800 |
| 7 | Bolt/Nuts | 12 | 250 | 3000 |
| 8 | Plate cutting with gas - different sizes and length |  | 27400 | 27400 |
| 9 | Cutting Disc | 4 | 600 | 2400 |
| 10 | Grinding Disc | 4 | 600 | 2400 |
| 11 | Bosch grinder machine 9" | 1 | 35000 | 35000 |
| 12 | German Horse concrete cutter | 1 | 3000 | 3000 |
| 13 | Materials Transportation to Ibogun | 1 | 17500 | 17500 |
| 14 | Painter | 1 | 39100 | 39100 |
| 15 | Welder (3persons for 5days @ N5000each) | 5 | 15000 | 75000 |
| 16 | Generator Set Rentage (N5000/day for 6days) | 5 | 5000 | 25000 |
| 17 | Equipment Transportation From Ibogun to Sagamu |  | 22000 | 22000 |
|  | **SUB-TOTAL (B)** |  |  | **648200** |

1. **PLUMBING WORK ON INSTALLATION OF FIVE STORAGE TANKS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **DESCRIPTION** | **QTY** | **RATE (N)** | **AMOUNT (N)** |
| 1 | 2" PVC Pipe | 1 | 1800 | 1800 |
| 2 | 2" bend imported | 5 | 800 | 4000 |
| 3 | Thread Tape | 8 | 600 | 4800 |
| 4 | Top git medium | 1 | 3500 | 3500 |
| 5 | 2" adaptor | 15 | 800 | 12000 |
| 6 | 1" Pressure Pipe | 5 | 1400 | 7000 |
| 7 | 1" elbow | 2 | 150 | 300 |
| 8 | 1" socket | 6 | 120 | 720 |
| 9 | 1" Union Connector | 1 | 500 | 500 |
| 10 | 1"3/4 Tee | 6 | 200 | 1200 |
| 11 | 1"3/4 Elbow | 2 | 250 | 500 |
| 12 | 3/4 Pressure Pipe | 1 | 1100 | 1100 |
| 13 | 3/4 Air Valve | 5 | 600 | 3000 |
| 14 | 3/4 Adaptor | 10 | 100 | 1000 |
| 15 | 3/4 Elbow | 10 | 100 | 1000 |
| 16 | 1"1/4 by 1" Tee | 1 | 250 | 250 |
| 17 | 1" Air Valve | 1 | 800 | 800 |
| 18 | 2" Air Valve | 1 | 2500 | 2500 |
| 19 | 2" Pipe Tiger | 1 | 8000 | 8000 |
| 10 | 1" Pipe Tiger | 2 | 5700 | 11400 |
| 11 | 3/4" Pipe Tiger | 1 | 4500 | 4500 |
| 12 | 3/4" pipe nipple | 5 | 200 | 1000 |
| 13 | 3/4 Elbow | 5 | 200 | 1000 |
| 14 | 3/4 by 1" Tee | 5 | 250 | 1250 |
| 15 | 3/4 Pipe Nipple | 5 | 200 | 1000 |
| 16 | 1" socket | 2 | 200 | 400 |
| 17 | 1"1/4 Umno | 1 | 700 | 700 |
| 18 | 1" socket white tiger | 2 | 250 | 500 |
| 19 | 1" adaptor | 3 | 150 | 450 |
| 20 | 1" air valve | 1 | 500 | 500 |
| 21 | 1" socket | 1 | 150 | 150 |
| 22 | 1" elbow | 1 | 200 | 200 |
| 23 | 2" Air Valve | 5 | 2500 | 12500 |
| 24 | 2" galvanized socket | 4 | 1100 | 4400 |
| 25 | 2" PVC Pipe | 1 | 1800 | 1800 |
| 26 | 6" PVC Thick Pipe | 1 | 8500 | 8500 |
| 27 | Stainless Socket 2" | 5 | 6000 | 30000 |
| 28 | Stainless Pipe 2ftx 2" diameter | 5 | 11800 | 59000 |
| 29 | MaxMech Bx1 630 Wedding Machine | 1 | 140000 | 140000 |
| 30 | Plumber Labour (2persons for 4days @ N5000) | 4 | 10000 | 40000 |
| 31 | Transport =(2500+2500+5500+1800) | 1 | 12300 | 12300 |
|  | **SUB-TOTAL (C)** |  |  | **385520** |

**Total Expenditure (A+B+C) = N896600 + N648200 + N385520 = N1930320**

|  |  |  |  |
| --- | --- | --- | --- |
| **Received Amount on 26/04/2021** |  |  | **N1926000** |
| **Less Total Expenditure** |  |  | **N1930320** |
| **Balance deficit** |  |  | **-N4320** |

The total expenses on the project were One million, nine hundred and thirty thousand, three hundred and twenty naira only.

The deficit balance was four thousand, three hundred and twenty naira only (-N4320).

The available receipts are hereby attached.

I hereby request for the reimbursement of the sum of four hundred thousand, three hundred and twenty naira only (N4,320:00).

Thank you, sir.

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**Adebayo Sikiru A.**

**OLABISI ONABANJO UNIVERSITY**

**COLLEGE OF ENGINEERING & ENVIRONMENTAL STUDIES**

**IBOGUN CAMPUS**

**INTERNAL MEMORANDUM**

**From: Adebayo S. A.**  **To:** The Bursar,

Bursary Department, OOU

**Date:** 10th June, 2021

Sir,

**RETIREMENT OF MONEY (N291,500:00), 2021 FOR THE FABRICATION OF 2TONNES STORAGE TANK HANDLING EQUIPMENT IN ANATOMY DEPARTMENT AND REQUEST FOR THE REIMBURSEMENT OF N62,500:00.**

I hereby present the details of expenditure on the fabrication of 2tonnes Handling Equipment for Storage Tanks in Anatomy Department.

The details presented include:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **DESCRIPTION** | **QTY** | **RATE (N)** | **AMOUNT (N)** |
| 1 | Channel 3 (6mm thick) | 4 | 20500 | 82000 |
| 2 | Mild Steel Plate (8mm) | 1 | 42000 | 42000 |
| 3 | Chain Block @ 2Tons | 1 | 42000 | 42000 |
| 4 | Bolt/Nuts 100mm long | 20 | 500 | 10000 |
| 5 | M.S Electrode G10 | 1 | 3800 | 3800 |
| 6 | Stainless Steel Electrode (half packet) G10 | 1 | 7000 | 7000 |
| 7 | Paint (4Lts) | 1 | 12000 | 12000 |
| 8 | bolts (round) | 14 | 500 | 7000 |
| 9 | Nuts M13 | 16 | 60 | 960 |
| 10 | Bolts 5mm long | 8 | 160 | 1280 |
| 11 | Washers (40pcs) | 1 | 1260 | 1260 |
| 12 | Tyres (without Lock) | 1 | 22000 | 22000 |
| 13 | Tyres (with Lock) | 1 | 32000 | 32000 |
| 14 | Grinding Disc | 4 | 500 | 2000 |
| 15 | Bolts | 18 | 80 | 1440 |
| 16 | washer M10&M12 | 48 | 20 | 960 |
| 17 | Gum | 1 | 1000 | 1000 |
| 18 | Generator Rentage (3daysxN5000=N15000) | 1 | 15000 | 15000 |
| 19 | Labour (2persons for 3daysxN5000) | 3 | 10000 | 30000 |
| 20 | Transportation from Ibogun to Sagamu |  | 11200 | 11200 |
| 21 | Transportation from Sagamu to Ibogun |  | 10600 | 10600 |
| 22 | Materials Transportation to Ibogun |  | 18500 | 18500 |
|  | **TOTAL** |  |  | **N354000** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Received Amount** |  |  | **N291,500** |
| **Less Total Expenditure** |  |  | **N354,000** |
| **Balance deficit** |  |  | **-N62,500** |

The total expenses on the project were Three hundred and fifty four thousand naira only.

The deficit balance was six two thousand, five hundred naira only (N62,500:00).

The available receipts are hereby attached.

I hereby request for reimbursement of the sum of six-two thousand, five hundred naira only (N62,500:00).

Thank you, sir.

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**Adebayo Sikiru A.**