

**A C E P R D**  
**UNIVERSITY OF JOS**  
**ADVANCE REQUEST FORM FOR PURCHASE**

Name of Officer: DR Abraham G. Dogo File No: S/615  
 Rank and Grade Level: Reader  
 Faculty/Dept/Unit: Vet. Parasitology Entomology / ACEPRD  
 E-mail Address (Unijos): adogo@unijos.edu.ng Phone: 08034501914  
 Operation Acct. Details: Bank: First Bank No: 2002492313  
 Purpose of Advance & from where to be purchased: Urgent Completion of Cold room, Tissue Culture house, Exit Stair Case and Transportation

ITEM OF PURCHASE	WHERE	PRICE	AMOUNT
		₦	₦
① Urgent completion of Cold room for Mushroom and Tissue Culture house roofing and Mastering	<u>PV 0036251</u>		<u>#1,378,100=</u>
② Construction of Exit Stair Case behind the Laboratories	<u>812/12</u>		<u>#221,900=</u>
③ Transportation & Others			<u>#50,000=</u>
			<u>#1,650,000=</u>

University of Jos  
**FINANCE OFFICER**  
**ACEPRD**  
 Date: 8/3/18

Amount of Advance required (Figures) ₦1,650,000=  
 Amount in words: (One Million Six hundred and fifty thousand Naira only.)  
 Time required for the purchases: ..... Days (Not later than Ten (10) working days)

**UNDERTAKING**

I undertake to retire the advance given to me within Ten (10) working days of getting the advance, failing which the University is authorized to deduct the amount of the advance from my salary without notice.

Date: 8th March 2018 Signature: [Signature]  
 (Officer Requesting)

**RECOMMENDATION OF SUPERVISOR/HEAD OF DEPARTMENT**

The items listed are necessarily needed for us to carry out our functions. I recommend the purchase as listed above.

Date: 9/3/18 Name, Signature and stamp of Head of Department: [Signature]

Vote Charge: .....

**CONFIRMATION OF OUTSTANDING ADVANCE**

I hereby confirm that the applicant has outstanding advance of ₦204,000

Date: 8/3/18 Name, Signature of Officer in-charge of Loans & Advances: [Signature]

Signature: [Signature] Date: 8/3/18  
**BURSAR**

