

ACEPRD
UNIVERSITY OF JOS
ADVANCE REQUEST FORM FOR PURCHASE

Name of Officer: DANSYANG HUMANI PAM File No: 5669
 Rank and Grade Level: PRINCIPAL CONF. SECRETARY II 9/2
 Faculty/Dept/Unit: DEAN'S OFFICE, FACULTY OF PHARMACEUTICAL SCI.
 E-mail Address (Unijos): dansyang@unijos.edu.ng Phone: 08065379261
 Operation Acct. Details: Bank: FIRST BANK No: 3083679527
 Purpose of Advance & from where to be purchased: FOR THE PURCHASE OF CURTAINS AND FIXING AT THE ACEPRD NEW OFFICE & LABORATORY

ITEM OF PURCHASE	WHERE	PRICE ₦	AMOUNT ₦
FLAT ONE	MIRACLE UNIQUE CURTAIN		676,000
FLAT TWO		₦ 092691	1,301,850
FLAT THREE		₦ 106110	458,500
FLAT FOUR			123,500
			<u>2,559,850</u>

Amount of Advance required (Figures) ₦: 2,559,850
 Amount in words: (Two million, Five hundred and Fifty nine thousand, eight hundred and fifty nine)
 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: 31 May, 2017

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: 31-5-2017

Prof. J. C. AQUINO
 Name, Signature and stamp of Head of Department

Vote Charge: Reimbursement 1.9

CONFIRMATION OF OUTSTANDING ADVANCE

I hereby confirm that the applicant has outstanding advance of ₦ ₦ 2,559,850

Date: 16/6/2017

Name, Signature of Officer in-charge of Loans & Advances

Signature: [Signature]
 BURSAR

Date: 2/6/17

