

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

Name of Officer: THERESA A. FANTO File No: 54181
 Rank and Grade Level: ASST. CHIEF EXECUTIVE OFFICER (ACCS) CONTISS 12/3
 Faculty/Dept/Unit: BURSARY / CENTRAL STORES / ACEPRD
 E-mail Address (Unijos): fantot@unijos.edu.ng Phone: 08036146296
 Operation Acct. Details: Bank: FBN UNIJOS Branch No: 3029684048
 Purpose of Advance & from where to be purchased: To Purchase HRF 1775 Thermocool Fridge at Jos

ITEM OF PURCHASE	WHERE	PRICE ₦	AMOUNT ₦
3 No HRF 1775 Thermocool Fridge	Madgson Nig Enterprises	15,000. =	345,000. =
CCF 219T Thermocool Freezer 3 No		180,000. =	540,000. =
University of Jos FINANCE OFFICER ACEPRD Sign: <i>[Signature]</i> Date: <u>25/4/17</u>			
			885,000. =

Amount of Advance required (Figures) ₦: 885,000. =
 Amount in words: (Eight hundred and Eighty Five thousand naira only.)
 Time required for the purchases: Immediate 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: 20-4-2017

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: 25/4/17

Stamp: RECEIVED
 CONTROL NO: [Blank]
 SIGN: *[Signature]*
 DATE: 25-4-2017

Name, Signature and stamp of Head of Department

Vote Charge: nil

CONFIRMATION OF OUTSTANDING ADVANCE

I hereby confirm that the applicant has outstanding advance of ₦ nil

Date: 25/4/17

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

Signature: *[Signature]*
 BURSAR

Date: 25/4/17

Stamp: CENTRE OF EXCELLENCE
 UNIVERSITY OF JOS