

ACEPRD SGT ~~10/10/17~~ 06/10/17 D.K.
UNIVERSITY OF JOS
ADVANCE REQUEST FORM FOR PURCHASE

Name of Officer: Emmanuel MAIWATA File No: SPH/4980
 Rank and Grade Level: H.E.O (Accts)
 Faculty/Dept/Unit: ICT DIRECTORATE FINANCE OFFICER
 E-mail Address (Unijos): Maiwataunijos@gmail.com Phone: 08039668732
 Operation Acct. Details: Bank: GT BANK No: 0026044900
 Purpose of Advance & from where to be purchased: PURCHASE OF OFFICE EQUIPMENTS

ITEM OF PURCHASE	WHERE	PRICE N	AMOUNT N
3 HP GENCOOL A/c's	TV 089785	140000	420000 =
3 CONDENSING HANGER	1800	3000	9000 =
3 INSTALLATION KITS	1800	18400	55200 =
3 15A Plugs	100	700	2100 =
2.5MM Flex Cable	100	600	10800 =
TRANS PORT			4500 =
LABOUR-FIXING of A/c's		7500	22500 =
LABOUR-FIXING 2 TVs		3500	7000 =
1 HP X360 LAPTOP			
core i5, 1TB, 8GB TouchSMART		290000	290,000 =
1 HP M276n Printer			
(Print, Scan, Fax, PHOTO COPY)		210,000	210,000 =

Amount of Advance required (Figures) N: 1,031,100 =
 Amount in words: One million and thirty One thousand, One hundred naira Only
 Time required for the purchases: 10 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: 06/10/2017

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: 16/10/17

Agunyi J.C.
 Name, Signature and stamp of Head of Department

Vote Charge:

CONFIRMATION OF OUTSTANDING ADVANCE

I hereby confirm that the applicant has outstanding advance of N papers submitted

Date: 17/10/2017

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

Signature: [Signature]
 BURSAR

Date: 17/10/17