

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

Name of Officer: CATHERINE O. DOLORUNFEMI File No: S. 5049
 Rank and Grade Level: PRINCIPAL ACCOUNTANT
 Faculty/Dept/Unit: BURSARY/LOANS & ADVANCES/A/CEPRD
 E-mail Address (Unijos): olofunfemi.c@unijos.edu.ng Phone: 08037007458
 Operation Acct. Details: Bank: FBN UNIJOS BRANCH No: 3026342819
 Purpose of Advance & from where to be purchased: TO purchase HTF 429 thermocool double door freezer at Jos.

ITEM OF PURCHASE	WHERE	PRICE ₦	AMOUNT ₦
2 HTF 429 thermocool double door freezer	Mandyson Nig Enterprises.	270,000	2 540,000
			540,000-2

University of Jos
FINANCE OFFICER
ACEPRD
 Date: 25/4/17
26/4/17

EXP. CONTROL NO.
 SIGN: [Signature]
 DATE: 25/4/17

Amount of Advance required (Figures) ₦: 540,000-2
 Amount in words: (Five hundred & forty 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 Prof. Se. Agunji
 Name, Signature and stamp of Head of Department
 Vote Charge: Unijos

CONFIRMATION OF OUTSTANDING ADVANCE
 I hereby confirm that the applicant has outstanding advance of ₦ nil
 Date: 25/4/2017 N/A
 Name, Signature of Officer in-charge of Loans & Advances
 Signature: [Signature] Date: 25/4/17
BURSAR

AFRICA CENTRE OF EXCELLENCE
 IN PROMOTING RESEARCH & DEVELOPMENT
DIRECTOR
UNIVERSITY OF JOS