

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

Name of Officer: Monica S. Leng File No: 6865

Rank and Grade Level:

Faculty/Dept/Unit: Bursary

E-mail Address (Unijos): Phone: 08068084931

Operation Acct. Details: Bank: First Bank No: 2014854855

Purpose of Advance & from where to be purchased: 310,000 for the purchase of Dispenser and microwave

ITEM OF PURCHASE	WHERE	PRICE ₦	AMOUNT ₦
2 no ^e Brenstone Dispenser	Dagunre Assoc. Wom Enterprises SOS.	80,200. =	160,400. =
2 no ^e Scanfroast Microwave oven))))	74,800. =	149,600. =
			310,000. =

UNIVERSITY OF JOS
FINANCE OFFICER
ACEPRD
 Date: 26/4/17
 SIGN: [Signature]

Amount of Advance required (Figures) ₦: 310,000. =

Amount in words: (Three hundred and Ten thousand naira only)

Time required for the purchases: 10 days 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: 21/4-2017

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

Vote Charge: Official stamp

CONFIRMATION OF OUTSTANDING ADVANCE

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

Date: 25/4/2017

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

Signature: [Signature]
 BURSAR

Date: 25/4/17

UNIVERSITY OF JOS
OFFICE OF EXCELLENCE
IN RESEARCH, INNOVATION & DEVELOPMENT
EXP. CONTROL UNIT
 SIGN: [Signature]
 DATE: 25-4-2017