

RECEIPTS FOR LEARNING MATERIALS AND PRODUCTION COST – MICROMEK COVID-19 PPE DIGITAL FABRICATION MAKERSPACE PROJECT

THE MAKER-SPACE

LIMBE-EAST, PLOT 801

BLANTYRE- MALAWI

+265 996 40 92 10 / +265 994 44 87 18

REQUISITION FORM

Staff Name: Chisomo Kanthema
contact: 882060036

linked to:
Voucher #:
Invoice #:

Staff Name:
Contact:

Business Purpose:

PPE's Materials

Itemized Expenses


QTY	DESCRIPTION	@	COST (MWK)
1	Ream Transparent plastic		7000.00
1	Ream adhensive paper		12000.00
200	buttons (metalic)		10000.00
6	super glue		4680.00
30	Elastic band		2500.00
1	Transport (Fuel) DA6369		1000.00

SUBTOTAL 37,180.00

Less Cash Advance

TOTAL REIMBURSEMENT 37,180.00

Don't forget to attach receipts! ✓


Staff Signature

27/08/20
Date

Approval Signature

Date

Date _____

[illegible]

LIMBE-EAST, PLOT 801
BLANTYRE- MALAWI
+265 996 40 92 10 / +265 994 44 87 18

REQUISITION FORM
Requisition number : 0014

	linked to:
Voucher #:	
Invoice #:	

[illegible]

SUBTOTAL	50,000.00
Less Cash Advance	
TOTAL REIMBURSEMENT	MWK 50,000.00

Approval Signature _____ Date _____

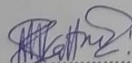
RECEIPTS FOR LEARNING MATERIALS AND PRODUCTION COST – MICROMEK COVID-19 PPE DIGITAL FABRICATION MAKERSPACE PROJECT

The Makerspace
Limbe East 801

25/8/2020

QTY	DESCRIPTION	@K	K	COMMENT
40	Buttons	50	2,000	
20 mtrs	Elastic Band	100	2,000	Receipt attached
28	Transparent Paper	70	1,960	Receipt attached
Pieces	Vinyl Plastic		18,000	Receipt Unavailable
	Transport		600	Motor bike
	Food		3,100	Eggs 2,400 Fred 250 Drinks 500
2 packets	Super glue		1,700	Receipt attached

Total expenditure = MK 29,360

STAFF SIGNATURE.....

APPROVED BY.....

Date _____

Date _____

Date _____

Date _____

THE MAKER-SPACE

LIMBE-EAST, PLOT 801

BLANTYRE- MALAWI

+265 996 40 92 10 / +265 994 44 87 18

DATE: 11/1/2020

REQUISITION FORM

Requisition number : 0013

Staff Name: Chisomo

contact:

Staff Name:

Contact:

Business Purpose:

Materials, ETC

linked to:

Voucher #:

Invoice #:

Itemized Expenses

QTY	DESCRIPTION	Unit	COST (MWK)
	Community Policing For October		MWK 3,000.00
	Abs		MWK 22,000.00
	Cups		MWK 550.00
	Office Food		MWK 1,500.00
	Transport		MWK 2,000.00
	SuperGlue		MWK 2,500.00
	Transparents		MWK 7,000.00
	Kids Crown		MWK 2,000.00
	Kids Glasses		MWK 2,000.00
	Water 5l		MWK 550.00
	Elastic		MWK 4,500.00
		SUBTOTAL	47,600.00
		Less Cash Advance	
		TOTAL REIMBURSEMENT	MWK 47,600.00

Don't forget to attach receipts!

Staff Signatures

Date

Approval Signature

Date

Date _____

Date _____

Date _____

[illegible]

+265 996 40 92 10 / +265 994 44 87 18

DATE: 10/27/2020

REQUISITION FORM

Requisition number : 0011

Staff Name: Chisomo Kanthema
contact: 882060036

Staff Name:
Contact:

linked to:

Voucher #:

Invoice #:

Business Purpose:

Certificates paper

Itemized Expenses

[illegible]

Don't forget to attach receipts!


Staff Signature

27/10/2020
Date

Approval Signature _____

Date _____

THE MAKER-SPACE

DATE: 11/11/2020

LIMBE-EAST, PLOT 801

BLANTYRE- MALAWI

+265 996 40 92 10 / +265 994 44 87 18

REQUISITION FORM

Requisition number : 0014

Staff Name: Chisomo
contact:

linked to:
Voucher #:
Invoice #:

Staff Name:
Contact:

Business Purpose:

Allowances

Itemized Expenses

QTY	DESCRIPTION	Unit	COST (MWK)
	ABS at HallMark	250.00	MWK 55,000.00
	Fuel		MWK 2,000.00
	SUBTOTAL		57,000.00
	Less Cash Advance		
	TOTAL REIMBURSEMENT	MWK	57,000.00

Don't forget to attach receipts!

Staff Signatures

Date

Approval Signature

Date

Date _____

THE MAKER-SPACE

LIMBE-EAST, PLOT 801

BLANTYRE- MALAWI

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REQUISITION FORM

Requisition number : 0002

9/4/2020

Staff Name: Sanga Kanthema

contact:

Staff Name:

Contact:

linked to:

Voucher #:

Invoice #:

Business Purpose:

office use reimbursement

Itemized Expenses

QTY	DESCRIPTION		COST (MWK)
1	Community Policing Contribution	monthly	MWK 3,000.00
1	Fuel for DA6369 (Application form distribution exercise)		MWK 2,000.00
SUBTOTAL			5,000.00
Less Cash Advance			
TOTAL REIMBURSEMENT			MWK 5,000.00

Don't forget to attach receipts! ✓

Staff Signature

Date _____

Approval Signature _____

Date _____