

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

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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)	
	Bedir Taxi, Yusuf		MWK	6,000.00
	Fuel- Gala day- pickup groceries		MWK	2,000.00
	Chief Allowance on Gala Day		MWK	2,000.00
SUBTOTAL				10,000.00
Less Cash Advance				
TOTAL REIMBURSEMENT			MWK	10,000.00

Don't forget to attach receipts!

Staff Signatures

Date

Approval Signature

Date

Approval Signature _____ Date _____

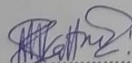
RECEIPTS FOR LEARNING MATERIALS AND PRODUCTION COST – MICROMEK COVID-19 PPE DIGITAL FABRICATION MAKERSPACE PROJECT

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

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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 _____

Date _____

[illegible]

Date _____

Date _____