



Civil Society Institutional Foundation (CSIF) – Ghana

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Website: www.csifghana.org

30/11/2023

MEMO

From: Project Officer

To: Executive Director

Subject: Request for Funds

Sign: 

I am writing to request for an amount of one thousand seven hundred and seventy Ghana cedis only (GHc1,770.00) to cater for the purchase of building materials (plywood) on the WASHED Project.

Find a detailed attached budget for your perusal and approval. Thank you.

CSIF-Ghana: we build stronger networks and civic communities



Title/Purpose of activity: Building materials, plywood

Venue Activity: CSIF OFFICE, BUDGET

Date of Activity: 30.11.2023.

Donor/Project Name: I WASHED KPACHELO, World Connect

SN	Description of Items	Quantity	Frequency	Rate (GHS)	Total (GHS)	Remarks
	Direct Cash:					
1	Plywood	12	1	97.50	1,170.00	
2					-	
3					-	
4					-	
5					-	
6					-	
7						
8						
8						
8						
8						
8						
8						
9						
	Total Direct Cash				1,170.00	
					-	
	MOMO Payments:				-	
					-	
					-	
					-	
					-	
	Total MOMO Payments				-	
					-	
	VENDOR Payments				-	
					-	
					-	
					-	
					-	
	Total Vendor Payments				-	
					-	
					1,170.00	

Prepared By:
Abdulai Fatawu

Signature

Date: 31-11-2023

SHAFFERS BUILDING SUPPLY CO.

Dealers of all kind of building materials 0159

Location: Tamale, Savelugu, Nantong

Tel: 0546901460

OFFICIAL RECEIPT

Day	Month	Year
31	11	23

Received From: CSIF

The Sum of: One thousand one hundred
and Seventy GH¢.....Gp

Being cost of Plywood

Cash/~~Cheque~~ No..... Bal GH¢ —

GH¢ 1,170.00



Thank You

[Signature]
Signature

SHAFFERS BUILDING SUPPLY CO.

Dealers of all kind of building materials

Location: Tamale,Savelugu,Nantong

0062

Tel: 0546901460

Date: 30/11/23

Customer Name:.....CS/F.....

Tel:..... Address:.....

INVOICE

Qty.	Description	Unit Price	Sub Total
12	Plywood	97.50	1,170
TOTAL GH¢			1,170.00

Amount Paid: GHC 1,170.00

TOTAL GH¢ 6170.00

Balance:.....

Customer's Signature: [Signature]

Manager's Signature: _____