



Civil Society Institutional Foundation (CSIF) - Ghana

P O Box TL 1147, Tamale - Ghana

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Website: www.csifghana.org

29/11/2023

MEMO

From: Project Officer

To: Executive Director

Subject: Request for Funds

Sign: 

I am writing to request for an amount of four thousand six hundred and ninety Ghana cedis only (GHc4,690.00) to cater for building materials 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: Date of Activity: BUILDING ITEMS

Venue Activity: CSIF OFFICE, BUDGET

Date of Activity: 29.11.2023.

Donor/Project Name: I WASHED KPACHELO, World Connect

SN	Description of Items	Quantity	Frequency	Rate (GHS)	Total (GHS)	Remarks
	Direct Cash:					
1	Diamond cement	20	1	112.00	2,240.00	
2	Plywood	8	1	162.50	1,300.00	
3	1 inch nails	5	1	15.00	75.00	
4	1 1/2 inch nails	5	1	15.00	75.00	
5	Sea sand	1	1	1,000.00	1,000.00	
6						
7						
8						
8						
8						
8						
8						
8						
9						
	Total Direct Cash				4,690.00	
					-	
	MOMO Payments:				-	
					-	
					-	
					-	
					-	
	Total MOMO Payments				-	
					-	
	VENDOR Payments				-	
					-	
					-	
					-	
					-	
	Total Vendor Payments				-	
					-	
					4,690.00	

Prepared By:
Abdul Fatawu

Signature

Date:
20-11-2022

KATARI ENTERPRISE

TEL: 0241141314
Location: Tamale

Official Receipt

No: 0000151

Date: 29/11/23

Received from: CSIF

The sum of Thousand Ghana Cedis

Ghana Cedis Pesewas

Being: Cost of 1 trip of Sea Sand

Cash/Cheque No:

Balance:

GH¢ 1000.00 P



Signature

HAFFERS BUILDING SUPPLY CO.

Dealers of all kind of building materials

Location: Tamale, Savelugu, Nantong

Tel: 0546901460

0151

OFFICIAL RECEIPT

Day	Month	Year
29	11	23

Received From: CSIF - GH

The Sum of: Three thousand Six hundred

and ninety Cedis. GH¢.....Gp

Being cost of: of Diamond cement, Plywood and
nails.

Cash/Cheque No. 1 Bal GH¢

GH¢ 3,690.00



Thank You

Signature

HAFFERS BUILDING SUPPLY CO.

Dealers of all kind of building materials

Location: Tamale,Savelugu,Nantong

0052

Tel: 0546901460

Date: 29-11-2023

Customer Name:.....CSIF-AM.....

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

INVOICE[illegible]

TOTAL GH¢ 3,690.00

Amount Paid:.....9125,890.00

Balance:.....

Customer's Signature.....

Manager's Signature.....