



Civil Society Institutional Foundation (CSIF) – Ghana

P O Box TL 1147, Tamale – Ghana

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Website: www.csifghana.org

16/03/2024

MEMO

From: Project Officer

To: Executive Director

Subject: Request for Funds

Sign: 

I am writing to request for an amount of twenty five thousand three hundred Ghana cedis only (GHc25,300.00) to cater for the purchase of desk top computers and marker board 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: Desk top computers and maker boards

Venue Activity: CSIF OFFICE, BUDGET

Date of Activity: 16.03.2024.

Donor/Project Name: I WASHED KPACHELO, World Connect

SN	Description of Items	Quantity	Frequency	Rate (GHS)	Total (GHS)	Remarks
	Direct Cash:				-	
1	Marker boards	3	1	500.00	1,500.00	
2	Desk top computers	7	1	3,285.71	22,999.97	
3	Installation	7	1	114.29	800.03	
4					-	
5					-	
6						
7						
8						
8						
8						
8						
8						
8						
9						
	Total Direct Cash				25,300.00	
	MOMO Payments:				-	
					-	
					-	
					-	
					-	
	Total MOMO Payments				-	
	VENDOR Payments				-	
					-	
					-	
					-	
					-	
	Total Vendor Payments				-	
					-	
					25,300.00	

Prepared By:
Abdulai Fatawu

Signature

Date: 17-03-2024

**Sale of Computers and Accessories, Repairs, Sale of General Provision,
Secretarial Services, Services & General Merchandising**
P. O. Box TL 2629, Tamale, N/R
Tel: 0266 10262 309 518

Tel : +233 (0) 243529783/ 0502 859 066 / 0267 399 518

Location: Opposite Regional House of Chiefs Along Tamale Teaching Hospital Road

No. 0179

Customer's Name Date 16/03/24
Address:

Payment Terms: **Validity Period:**

GOODS SOLD OUT ARE NOT RETURNABLE

Franklin

Manager's Signature

KAMI BUSINESS CENTRE

Sale of Computers and Accessories, Repairs, Sale of General Provision,
Secretarial Services, Services & General Merchandising

P. O. Box TL 2629, Tamale, N/R

Tel : +233 (0) 243529783/ 0502 859 066 / 0267 399 518

Location: Opposite Regional House of Chiefs Along Tamale Teaching Hospital Road
No 0174

Official Receipt

Date 17/03/2024

Received From: CSIF GH

The sum of Twenty three thousand eight hundred
Ghana cedis only GHc P

Being Cost of Desktop Computers

Cash/Cheque No. —

Balance —

GHc 23,800.00

Thank you

Signature

OMETIMER INTERPRESS

LOCATION: Savelugu Zoggu Road

TEL: 0240253675 / 0262039356

No 0000214

Official Receipt

Date: 08/03/2024

Received from CSIF GH

The Sum of Thousand five hundred Ghana
Cedis (Gh¢) Cedis Pesewas

being cost of three (3) marker boards

Cash/Cheque No.: Balance GH¢

GH¢ 1,500.00 P



Thanks

Signature