



Civil Society Institutional Foundation (CSIF) – Ghana
P O Box TL 1147, Tamale – Ghana
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Website: www.csifghana.org

19/05/2024

MEMO

From: Project Officer

To: Executive Director

Subject: Request for Funds

Sign: 

I am writing to request for an amount of sixteen thousand seven hundred and ninety-one Ghana cedis twenty-three pesewas only (GHc16,791.23) to cater for the **drilling and mechanization of borehole** 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: Drilling and mechanisation of borehole

Venue Activity: CSIF OFFICE, BUDGET

Date of Activity: 19.05.2024.

Donor/Project Name: I WASHED KPACHELO, World Connect

SN	Description of Items	Quantity	Frequency	Rate (GHS)	Total (GHS)	Remarks
	Direct Cash:				-	
1	Pumping test	1	1	1,000.00	1,000.00	
2	Drilling and construction	1	1	6,500.00	6,500.00	
3	Hand pump	1	1	5,791.23	5,791.23	
4	Concrete works	1	1	2,000.00	2,000.00	
5	Workmanship	1	1	1,500.00	1,500.00	
6						
7						
8						
8						
8						
8						
8						
8						
9						
	Total Direct Cash				16,791.23	
					-	
	MOMO Payments:				-	
					-	
					-	
					-	
					-	
	Total MOMO Payments				-	
					-	
	VENDOR Payments				-	
					-	
					-	
					-	
					-	
	Total Vendor Payments				-	
					-	
					16,791.23	

Prepared By:
Abdulai Fatawu

Signature

Date: 20-05-2024

MUNTRAK ENTERPRISE

Dealers in General Supplies and Building Construction Boreholes
Drilling

P.O.Box TL 2615 Tamale, N/R

Tel: 0544044603 / 0504595420 / 0262999008

Location: Near Vitting Estate

OFFICIAL RECEIPT

Day	Month	Year
17	05	24

Received From: CSIF

The Sum of: Sixteen thousand seven hundred and ninety
one twenty three pesewas GH¢..... Gp

Being cost of Equipment for borehole mechanization

Cash/Cheque No. — Bal GH¢ —

GH¢ 16,791.23



Thank You

[Signature]
Signature

Dealers in General Supplies and Building Construction Boreholes

P.O.Box TL 2615 Tamale,N/R

Location: Near Vitting Estate

Date: 19/05/24.....

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

Amount Paid: 16,791.23

TOTAL GH¢ 16,791.23

Customer's Signature: [Signature]

Manager's Signature: 