



Civil Society Institutional Foundation (CSIF) – Ghana

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Website: www.csifghana.org

25/02/2024

MEMO

From: Project Officer

To: Executive Director

Subject: Request for Funds

Sign: 

I am writing to request for an amount of one thousand four hundred and forty Ghana cedis only (GHc1,440.00) to cater for oil paint 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: Oil paints

Venue Activity: CSIF OFFICE, BUDGET

Date of Activity: 25.02.2024.

Donor/Project Name: I WASHED KPACHELO, World Connect

SN	Description of Items	Quantity	Frequency	Rate (GHS)	Total (GHS)	Remarks
	Direct Cash:				-	
1	Oil paint	6	1	240.00	1,440.00	
2					-	
3					-	
4					-	
5					-	
6						
7						
8						
8						
8						
8						
8						
8						
9						
	Total Direct Cash				1,440.00	
					-	
	MOMO Payments:				-	
					-	
					-	
					-	
					-	
	Total MOMO Payments				-	
					-	
	VENDOR Payments				-	
					-	
					-	
					-	
					-	
					-	
	Total Vendor Payments				-	
					-	
					1,440.00	

Prepared By:
Abdulai Fatawu

Signature

Date:
25-02-24

SHAFFERS BUILDING SUPPLY CO.

Dealers of all kind of building materials

Location: Tamale, Savelugu, Nantong

Tel: 0546901460

0167

OFFICIAL RECEIPT

Day	Month	Year
25	02	24

Received From: (SIF)

The Sum of: One Thousand four hundred and
forty Ghana Cedis GH¢

Being cost of Oil Paints (6)

Cash/Cheque No. Bal GH¢

File 1744D



Thank You

Signature

Dealers of all kind of building materials
Location: Tamale, Savelugu, Nantong

Tel: 0546901460

Date: 25/09/24

Customer Name: CSIF

Tel:..... Address:

[illegible]

Amount Paid: \$1,740.00

TOTAL GH¢ 1,440.00

Balance:.....

Customer's Signature: [Signature]

Manager's Signature: 