PROPOSED LUMINA OPEN UNIVERSITY

CLEARANCE OF OFFICIAL SALARY ADVANCE

NAME: ..……………………………………….……. DESIGNATION: ……………..…….. PFNO: ……....…..

DEPARTMENT: …………………………………………………………………………………………

				₦	K
AMOUNT ADVANCED					
P.V. NO:					
EXPENSES INCURRED					
Expenditure Headings	**ACCOUNT CODE**	**₦**	**K**		
1. Vehicle running cost (petrol, oil Lubricant, etc)					
2. Maintenance/Repair of Vehicle					
3. Transport and feeding Car Hired Air Ticket Night Allowance					
4. Purchases (attach invoices and receipts)					
5. Entertainment					
6. Telephone and Postages					
7. Computer Expenses (Accessories and Repairs)					
8. Printing and Stationery					
9. Office and General					
10. Maintenance of Building					
11. Maintenance of Equipment					
12. Maintenance of Furniture and Fitting					
13. Honorarium					
14. Miscellaneous					
TOTAL EXPENDITURE (B1-B14)					
OVER/UNDER EXPENDITURE					
1. Balance due to claimant					
2. Unspent Balance paid to University Receipt No: Date:					
GRAND TOTAL					

I certify that this expenditure was incurred by me while on duty for the Proposed Lumina Open University

Claimant's Signature: ………………………………………..…………………… Date: ………………….

Head of Department's Signature: …………………………………...………….….. Date: …………………

Bursar/Accountant's Signature: ………………..…………………………….…. Date: …….…………...