



DIRECTORATE OF UNIVERSITY ADVANCEMENT

Office of the Vice-Chancellor

AHMADU BELLO UNIVERISTY

Opposite Senate Building, Main Campus, Samaru, Zaria, Nigeria

Vice Chancellor: Professor Kabiru Bala, B.Sc (Hons) Building, M.Sc. (Bldg. Serv.), MBA, PhD (Const. Mgt.) (ABU), FNIOR, MAPM, MCABE, C. Bldg E, MICA/B

Director: Professor Sanl Abba Aliyu, B.A (Hons), MA, Ph.D (English) A.B.U, mnl, MNAL

DUA/VC/A1.1

AA
24/10/23

20th October, 2023

The Vice Chancellor,
Ahmadu Bello University
Zaria.



VC/RUN/03

Dear Sir,

PERMISSION TO PAY THE SUM OF TWO MILLION FIVE HUNDRED AND THIRTY-TWO THOUSAND NAIRA (N2,532,000.00) ONLY FOR THE 3 DAYS TRAINING WORKSHOP ON DIGITAL SKILLS FOR ADVANCEMENT STAFF AND FACULTY ALUMNI OFFICERS UNDER DL I7 INSTITUTIONAL IMPACT.

I write to request for the sum of Two Million Five Hundred and Thirty-Two Thousand Naira (N2,532,000.00) only to and cater for a 3 days training workshop on digital skills for advancement staff and Faculty Alumni Officers. The Breakdown is as follows:

	(N)
1. Hall Renting & Facilitators logistic lump sum	500,000.00 ✓
2. Transport for participants 48 ppl @ N3,000 X 3days	432,000.00 ✓
3. Workshop materials & Printing of Certificates	400,000.00 ✓
4. Production of Banners@ N30,000 X 2	60,000.00 ✓
5. Group Lunch @ N4000 X 60 ppl X 3days	720,000.00 ✓
6. Tea Break @ 2000 X 60 ppl X 3days	360,000.00 ✓
7. Fueling of official vehicles @ N60,000 1 full tank	60,000.00 ✓
TOTAL AMOUNT	N2,532,000.00

Checked
Auditor
University
Zaria

- 11010

Account No: 0303026472

Title: DIRECTORATE OF UNIV. ADVANCEMENT

NUBAN: 3030264724

BVN: 22229638679

Branch: 001 (Samaru Branch)

Address: DIRECTORATE OF UNIV. ADVANCEMEN
ABU ZARIA

Uncleared Effect: 0.00

Balance BF: 8,071,045.16

Account Type: Current Account Corporate

Period: 18/10/2023 to 18/10/2023

Remark: 53 Transactions

Scanned with MOBILE SCANNER

Date	Narration	Debit	Credit	Balance
18/10/2023	FT FROM ABU WSHOP TRAINING TO STAFF & OFFICERS : Instr No :532	0.00	2,532,000.00	10,603,045.16
	—End of Report— 19/10/2023 : 09:23:07 goke	0.00	2,532,000.00	

19/10/2023

Directorate of University Advancement
Abu Zaria

**FINANCIAL REPORT ON 3 -DAY DIGITAL SKILLS TRAINING WORKSHOP FOR
ADVANCEMENT STAFF AND FACULTY ALUMNI OFFICERS, HELD FROM 25TH - 27TH
OCTOBER 2023 AT CBN CENTRE OF EXCELLENCE ON ECONOMY & FINANCE,
PREPARED BY COMMUNICATION OFFICER (DA&IE)**

INTRODUCTION

The Directorate of advancement and International Education (DAIE) has organised a 3-day technical training workshop from 25th to 27th October, 2023 on digital skills, for staff and faculty alumni officers. The training is part of the DLI7 institutional impact, which the DAIE would be implementing as part of its derive to enhance and strengthened the Directorate for effective performance

OBJECTIVE: The training was to enhance the digital competency and skills of the participants with a view to establishing an accurate tracer system suitable to capture the University alumni to support the institutions endowment derive.

OUTCOME: The training offered participants the opportunity to enhanced their digital competency skills and also have the practical knowledge of Microsoft 365.com, a package which enable for a more flexible usage and storage of both online and offline data automatically.

EXPENDITURE FOR THE TRAINING

1. WORKSHOP MATERIALS.

Description of goods purchases and the cost implication

The sum of Four Hundred and Sixty Thousand Naira (N460,000.00) only, was expended to purchase workshop materials and Printing of workshop documents, the breakdown of the items purchased are as follows: Workshop bags, Certificates, pen, flip charts, Banner and Markar and writing pads as well.

S/N	Items	Quantity	Rate	Amount
1	workshop Bags	50	N700.00	N35,000.00
2	Certificates	50	N1500.00	N 125,000.00
3	Biro Packets	2	N5000.00	N 10,000.00
4	writing pads	50	N1500.00	N 125,000.00
5	Flex Banner	2	N 80,000.00	N 160,000.00

6	Flip Chat	1	N 2,000.00	N 2,000.00
7	Marker packet	1	N 3,000.00	N 3,000.00
Sub-total				N 460,000.00

2. HALL- RENTING AND FACILITATORS LOGISTICS

The sum of Five Hundred Thousand Naira only, was expended to secure venue for the training and to provide subsistence to the Facilitators for the three (3) day training. The breakdown is as follows;

S/N	ITEMS	RATE	AMOUNT
1	Hall Renting	N 350,000.00	N350,000.00
2	Facilitators Logistics	N150,000.00	N 150,000.00
3	Sub-Total		N500,000.00

3. REFRESHMENT FOR THE TRAINING

The sum of One Million and Eighty Thousand Naira (N1080,000.00) only was expended to provide refreshment for the 3-day training workshop. The refreshment consisted of Tea and Lunch for sixty number of people for the 3-day events.

The breakdown is as follows;

S/N	ITEMS	QUANTITY	No. of Days	RATE	TOTAL
1	TEA BREAK	60	3	N2,000.000	N360,000.00
2	LUNCH BREAK	60	3	N 4,000.00	N720,000.00
3	Sub-Total				N1,080,000.00

4. FUELLING OF OFFICIAL VEHICLES AND TRANSPORT OF PARTICIPANTS

The sum of Four Hundred and ninety-two Thousand Naira (N432,000.00) only, was expended to purchase fuel for the official Vehicle and also to pay for transport

allowance for the 3-day period to all the participants, where N60,000 was used to fuel Vehicle for the 3-day training and the sum of three thousand Naira (N3,000.00) was given as transport to the 48 participants daily for the (3) day period of the training, which amounts to (N9,000X48ppl). the break-down is as follows:

S/N	Activity	No. of Days	RATE	AMOUNT	TOTAL
1	Fueling of vehicles	3	N20,000X3	N60,000.00	N 60,000.00
2	Transport allowance of 48 no. participants	3	N9,000X48ppl	N432,000.00	N4,320,000.00
3	Sub-Total				N492,000.00

Grand Total (N460,000+ N500,000+1080,000+492,000) = N 2,532,000.00

The sum of two million Five Hundred and Thirty-Two Thousand Naira (N2,532,000.00) only was used to carry out the above stated activity.

Attached are the receipts/ sub receipt of the expenditure for further action please



Hafsat Ibrahim (Co)

1349766

No. 2300
Date 24/10/23

M. D. U. A Vehicle No 50W101FG

Office Cash Sales Receipt for Friendly Services

PRODUCTS	LITRES	RATE	
Oando Super.....			30000.00
Oando Diesel.....			
Oando Kerosine.....			
Gium SM.....			
Oleum SL.....			
Oleum XL.....			
Oleum HD.....			
Oleum GRS.....			
LPG-Cylinder.....			
Oando.....			

TOTAL N 30,000.00

Amount in words Thirty Thousand

Naira Kobo

Name: D. U. A.

No.: 1238

Vehicle No: 50W101 FG Date: 26/11/23

QTY.	DESCRIPTION	RATE	N	K
	Ltr Super		30,000	00
	Ltr Regular			
	Ltr Diesel			
	Ltr Kerosine			
	Ltr Engine Oil			
	Ltr Gear Oil			
	Break Fluid			
	Spray Insecticide			

Thanks For Your Patronage

Total **30,000.00**



Customer's Sign



Manager's Sign

AL-FARUKS Catering Services & Restaurant

No. 1B Queen Elizabeth Road,
G.R.A. Zaria.

08032471521, 08036441926,
08034518840

CASH RECEIPT/INVOICE

Name: DAIE

No. 1140

Address: A.B.U. Zaria

Date: 25/10/2023

S/No.	Qty	Menu	Rate	Amount
1	180	Group lunch	4000.00	720,000.00
2	180	Tea Break	2000.00	360,000.00
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

[Handwritten signature and stamp area]
 Received
 25/10/2023
 AL-FARUKS
 CATERING SERVICES & RESTAURANT

Received in good condition
No refund of money after payment

TOTAL 1,080,000.00

Amount in Words One million and eighty thousand

[Signature]
Customer's Sign

Dr. Saladiya M.
Writer's Name
Thanks for your patronage

S.S.
Manager's Sign

DESIGNPRO CREATIVE

Printing, Publishing & Strategic Branding

**CASH
INVOICE**

#42 Nasarawa Rd. Printers Village, Kaduna State. | Tel: 08066912701, 08096732665

Client:
Directorate of Advancement
and International Education, Abuja

NO: 01707

Date: 29/10/2023

Qty	Description	Rate	Amount
2	Banner	80,000	₦160,000.00
50	Writing Pad	1,500	125,000.00
50	Certificate	1,500	125,000.00
Paid verified verified 16/11/23			

Thank you for your patronage!

Total ~~₦410,000.00~~

Amount in words: Four hundred and ten thousand
Naira only.

Customer's Signature

For: DesignPro Creative
MOBILE SCANNER

















THE DIRECTORATE OF ADVANCEMENT & INTERNATIONAL EDUCATION

AHMADU BELLO UNIVERSITY ZARIA

Welcome participants to its

TRAINING WORKSHOP

DIGITAL SKILLS FOR FACULTY, ALUMNI OFFICE AND ADVANCEMENT STAFF

UNDER THE INSTITUTIONAL PROJECT







THE DIRECTORATE OF ADVANCEMENT & INTERNATIONAL EDUCATION
AHMADU BELLO UNIVERSITY ZARIA

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TRAINING WORKSHOP ON

**DIGITAL SKILLS FOR FACULTY ALUMNI
OFFICERS AND ADVANCEMENT STAFF**
UNDER THE INSTITUTIONAL

