

# **EXPNDITURE REPORT COVERING PAYMENT OF CANON COPIER AND TWO COMPUTERS**

## **ITEMS AND AMOUNT COVERING PROJECT**

1. Copier amount	\$2, 000
2. Stabilizer	\$80.00
3. Transportation	\$50.00
4. 2 Dell Desktop Computers	\$1, 500
<b>Purchase amount: \$3, 630.00 USD</b>	

## **EXPENDITURE COVERING ITEMS AND TRANSPORTATION**

1. Copier payment	\$1,750 USD
2. Computer payment	\$1,400 USD
3. Copier Transportation Benson Street to Congo Town	\$15.00 USD
4. Congo Town to Freeport (Chinese boat's office)	\$20.00 USD
5. Copier transport on boat (Monrovia to Harper)	\$80.00 USD
6. Computer transport from Benson Street to the port	\$15.00 USD
7. Computer Transportation (Monrovia to Harper)	\$50.00 USD
8. Harper Port to CPHS transport	\$10.00 USD
9. Compensation towards manpower offloading (Harper)	\$5.00 USD
10. Erskine's transportation (Banks & Movements)	\$30.00 USD
<b>Expenditure amount: \$3, 375.00 USD</b>	

## **PURCHASE OF THE COPIER**

The recommended three tray copier for the amount of \$2,000.00 USD has finished from the designated stored at the time of purchased. Therefore, a one tray copier with similar output and function was purchase at the cost of \$1, 750.00 USD.

My reason for the purchase is to achieve the overall goal of obtaining a copier that will serve the tasks of copying academic work of the school. Moreover, the purchase copier performs the same multi task as the designated copier. The only difference is the tray levels for sheets. The designated copier has three levels against the one level of the purchase copier. They perform similar tasks.

## **STABILIZER**

A 1, 500 watts stabilizer was purchase and mistakenly forgotten to transport to Harper. I've communicated with Monrovia and efforts to get the stabilizer to Harper is in progress. However, in the event of such delay, I've concluded with a business friend to have a brand new stabilizer with the same 1, 500 watts submitted to the school by tomorrow.

## **TRANSPORTATION**

There were three (3) separate payments done to have the items brought to Harper. Transportation included:

1. Benson Street to residence in Monrovia (Congo Town) \$15.00 USD
2. Congo Town to Freeport (Chinese boat's office) \$20.00 USD
3. Payment on boat transport (Monrovia to Harper) \$80.00 USD
4. Harper Port to CPHS \$10.00 USD
5. Compensation towards manpower offloading (Harper) \$5.00 USD
- 11. Erskine's transportation (Banks & Movements) \$30.00 USD**

## **COMPUTERS**

The purchase of two computers were done with programs installed. Below are costs covering payment and transportation of the computer to Harper.

1. Computer payment \$1,400 USD
2. Payment on boat transportation (Monrovia to Harper) \$50.00 USD
3. Benson street to Freeport (Chinese boat's office) \$15.00 USD

**Total: \$1, 465.00 USD**

## **SUMMARY**

Please be informed that as a result of the purchase of the one tray copier as well as expenditure covering the purchase and transportation of the copier and computers from Monrovia to Harper, the total amount of \$3, 355.00 USD was spend against the \$3, 630.00 USD. Balance amount of

USD \$255.00 is available and awaits the association's recommendation or decision.

**RECOMMENDATION:**

1. That the CPHS-USA Alumni association assist in the provision of extension coils to support power of the computers and copier;
2. That the CPHS-USA Alumni association assist in the provision of flash drives to faculty members in support of their research work;
3. That the outstanding balance of \$42.00 USD due to formal contractors (Mr. Jackson & Co.) listed in my earlier report be given consideration for settlement.