

PROTECTION AGENCY (EPA)

P. O. Box 4024

4th Street, Tubman Blvd, Sinkor
1000 Monrovia 10, Liberia



INTERNAL PURCHASE ORDER (IPO)

No: 1557

DATE: JUNE 9, 2022 IPO#: _____

NAME OF VENDOR: SUPER PETROLEUM

ADDRESS: CAPITOL BYE PASS

TEL: 0776438937

ITEM	QTY ORDER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	30	Gallons of Diesel in cash coupons	6.90	207.00
NOTE: IPO, Representing payment for thirty (30) gallons of diesel in cash coupons for DED trip to Gompa City, Nimba County to observe and Celebrate World Environment Day(WED), in favor of Super Petroleum.				
TOTAL			USD	207.00

Verified by: 
CONTROLLER

Prepared by:  June 9, 22
ASSISTANT MANAGER
PROCUREMENT

signed by: J.L. Jimmy 06/09/22
MANAGER / ADMINISTRATION

Approved by: 
EXECUTIVE DIRECTOR

ATTACHMENT: Three (3) Proforma Invoice, Copy of Purchase Request Order.

COPY: Vendor ☐ Procurement Unit ☐ Finance Unit ☐

June 9, 2022

SPQ-060922-EPA-40

Environmental Protection Agency
4th Street, Sinkor
Monrovia, Liberia

PRO FORMA INVOICE FOR PETROLEUM PRODUCTS

Duty Paid price in Monrovia

	PRODUCT	QUANTITY	UNIT PRICE	TOTAL AMOUNT
ITEM	DESCRIPTION	US GALLONS	US GALLON	US DOLLARS
1	Diesel in Coupons	30	\$ 6.90	\$ 207.00
	TOTAL			\$ 207.00

SUPER PETROLEUM COMPANY Ecobank A/C NO. 6100053342

Payment Term: Cash. Also, please note that all check payments are subject to clearance before supply.

Validity: Offer Valid for (3) three working days from the offer date

Please note that prices quoted above are subject to changes by the GOL at any time without prior notice, and such changes shall supersede prices stated above.

USD Good Notes are available in the following denominations (USD): \$10.00, \$15.00; \$20.00, \$30.00 & \$45.00.

For bulk delivery, SP products are transported and delivered to the customer's designated sites. Customers automatically take responsibility for the security of coupons already delivered to them



Abraham T. Selah
Deputy Sales Manager
Mobile: 0886138539/0776438937



Memorandum

To: Randall M. Dobayou, II
Acting Executive Director/DED

From: Kollie Roland Varnie P.P. *07/06/2022*
Administrative Assistant/DED Office

Subject: Request for DSA and Fuel

Date: June 2, 2022

I present my compliments and write to request your kind approval of three (3) days DSA and fuel for the Acting Executive Director to travel to Nimba for the observance and celebrations of the World Environment Day (WED) in Ganta, Nimba County from the 4-6 of June 2022.

Regards.



GOODS DELIVERY NOTE

IPO# 1557 – EPA

SUPPLIER: SUPER PETROLEUM, June 17, 2022 DATES RECEIVED:

O.	DESCRIPTION OF GOODS	QUANTITY ORDERED	QUANTITY DELIVERED	UNIT PRICE (US\$)	AMOUNT (US \$)	COMMENTS
	DIESEL IN CASH COUPONS	30Gallons 207.00 in cash coupons	210.00 IN CASH COUPONS	6.90USD In cash	USD\$ 207.00	Payment made
	10x9=90.00					
	15x8=120.00					
	TOTAL \$210.00 –Received				\$210.00 in cash Coupons	Received

PREPARED BY: Hassan K. Jaleel DATE: 6/17/22
PROCUREMENT UNIT

RECEIVED BY: [Signature] DATE: JUNE 17, 22
DEPARTMENT/PROJECT OFFICE

VERIFY BY: [Signature] Date: 6/17/22
AUDITOR VERIFICATION