

ENVIRONMENTAL PROTECTION AGENCY (EPA)

P. O. Box 4024
4th Street, Tubman Blvd, Sinkor
1000 Monrovia 10, Liberia



INTERNAL PURCHASE ORDER (IPO)

No: 1685

DATE: SEPTEMBER 7, 2022

IPO#:

NAME OF VENDOR: SUPER PETROLEUM

ADDRESS: CAPITOL BYE PASS

TEL: 0770 723344

ITEM	QTY ORDER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	1,085	Gallons of Diesel in cash coupons	5.89	6,390.65
		NOTE: IPO, Representing payment for one thousand eighty five (1,085) gallons of Diesel in cash coupons for EPA Generator, Employees bus and Motorbikes, in favor of Super Petroleum.		
TOTAL			USD	6,390.65

Verified by:

CONTROLLER

Prepared by:

ASSISTANT MANAGER
PROCUREMENT

signed by:

MANAGER / ADMINISTRATION

Approved by:

EXECUTIVE DIRECTOR

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

COPY: Vendor ☐ Procurement Unit ☐ Finance Unit ☐



ENVIRONMENTAL PROTECTION AGENCY



P. O. Box 4024
4TH Street, Tubman Blvd. Sinkor
1000 Monrovia 10, Liberia

Office of the Manager of Administration.

To: Prof. Wilson K. Jarpeh
Executive Director/CEO

Through: Josephine F. Doles
Manager/Administration

From: Thompson S.K. Danfelee
Assistant Manager/Administration

Subject: Payment request for fuel for EPA Generator, Employees Buses and Motorbikes

Date: September 5, 2022

I present my compliments and wish to request your kind approval for the amount of one thousand thirty five United State Dollars fuel coupons, (US\$1,035 Fuel coupons) for the period of one month commencing the 8th day of September, 2022 through and including the 5th day of October, 2022, to enhance and facilitate the operations of the EPA.

In the below chart is the distribution matrix for your reference.

NO	DESCRIPTION	# OF DAYS	QTY	TOTAL
1.	Generator	20 days	20 *40=800 gls.	800 gallons
2.	2 mail motor bikes		30*2=60gls.	60 gallons
3.	2 security motor bikes		35 gls.	35 gallons
4.	1 Generator motor bike		20 gls.	20 gallons
5.	1 Procurement motor bike		10 gls.	10 gallons
7.	Employees big bus	20 days	5 gls.*20=100 gls	100 gallons
8.	1 Motorbike ED Driver		10 gals.	10gals.
9.	Operation			50 gls.

Grand total 1,085. Gallons

Received by
procurement @ 9/04/22



Remco Building, Capital Bypass
Monrovia, Liberia
Tel: +231 (0) 886 400 100
+231 (0) 777 440 200
info@spliberia.ws

Delivery Order

Date	20-09-2022
D.O.	56916
P.O. No.	CK#1681740
Memo	SALES

Name: Environmental Protection Agency

Item	Description	USS
SUS10	SN# 1144129 To SN# 1144208	800
SUS15	SN# 1337417 To SN# 1337537	1815
SUS20	SN# 1628591 To SN# 1628630	800

Customer:

Signature

0775674132

Sept. 20, 22

Delivered By
Signature

AISHA KANNEH

AKanneh

Authorized By
Signature

MAINUDDIN

This certifies that the customer has received the products specified above in full.
We are not responsible for any loss or shortage for the product after delivery.