



ENVIRONMENTAL PROTECTION AGENCY (EPA)

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



INTERNAL PURCHASE ORDER (IPO)

DATE: JULY 7, 2022

No: 1607

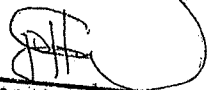
NAME OF VENDOR: SUPER PETROLEUM

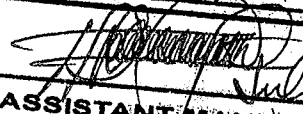
IPO#:

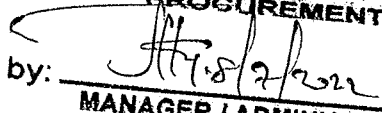
ADDRESS: CAPITOL BYE PASS

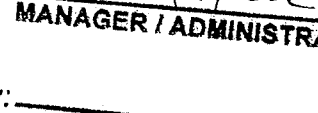
TEL: 0770723344

ITEM	QTY ORDER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	1,035	Gallons of Diesel in cash coupons	6.90	7,141.50
NOTE: IPO, Representing payment for one thousand thirty five (1,035) gallons of diesel for EPA Employees bus, Generator and Motorbikes, in favor of Super Petroleum.				
TOTAL			USD	7,141.50

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 ☐

Remco Building, 5th Office, Capriway

Tel: +231 (886) 400100 (770) 400100 - www.spliberia.ws

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

Delivery Order

Date	13-07-2022
D.O.	56222
P.O. No.	CK#1681528
Memo	SALES

Name: Environmental Protection Agency

Item	Description	US\$
SUS10	SN# 1085379 To SN# 1085478	1000
SUS15	SN# 1278567 To SN# 1278669	1545
SUS20	SN# 1587404 To SN# 1587483	1600
SUS30	SN# 913750 To SN# 913789	1200
SUS45	SN# 731117 To SN# 731156	1800

Customer:

LEROY T. DUNN

Signature

07-13-22

Delivered By

AISHA KANNEH

Signature

Authorized By

MAINUDDIN

Signature



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.

IAU: Faith D. Deniq 7/13/22

ENVIRONMENT PROTECTION AGENCY

P. O. Box 4024

4TH Street, Tubman Blvd., Sinkor

1000 Monrovia 10, Liberia



GOODS DELIVERY NOTE

IPO# 1607- EPA

SUPPLIER: SUPER PETROLEUM

July 13, 2022 DATES Delivered by: Procurement Unit

DESCRIPTION OF GOODS	QUANTITY ORDERED	QUANTITY DELIVERED	UNIT PRICE (US\$)	AMOUNT (US \$)	COMMENTS
1,035 gallons of Diesel in cash coupons	1,035 gallons	1,035 Gallons of Diesel in cash coupons	6.90	USD\$ 7,141.50	Payment in full
				\$ 7,141.50 in cash coupons	Received

PREPARED BY:

LEROY DUNN

DATE

13/07/22

PROCUREMENT UNIT

Received BY:

Thompson, SK Dampala

DATE

07-13-22

Manager/Administration

VERIFY BY:

F.D. Denia

Date

7/13/22

AUDIT/IAU



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. Tappah
Executive Director/CEO

Through: Josephine F. Doles
Manager/Administration

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

[Handwritten signatures and dates]
07/06/22
07/06/22

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

Date: July 6, 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 12th July 2022 through and including the 9th day of August 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
7.	1 Motorbike ED Driver		10 gals.	10gals.

Grand total 1,035. Gallons