Purchase request

Asante & Partners Ltd · PR-2026-118

REQUESTED BY	Abena Darko, Operations
DATE	8 October 2026
BRANCH	Accra (head office)
BUDGET LINE	IT equipment 2026

ITEMS

ITEM	QTY	UNIT (GHS)	TOTAL (GHS)
Laptop, 14", 16 GB RAM, 512 GB SSD	25	9,800.00	245,000.00
Laptop bag	25	320.00	8,000.00
		Total	**253,000.00**

REASON

Replacing laptops for the new Lagos office team and staff whose machines are over five years old.

APPROVALS

STAGE	NAME	DECISION	DATE
Review	Kwame Asante, Finance manager		
Sign	James Boateng, Managing director		

Practice file for the ConnectGH DMS tutorials. Fictional.