

ENVIRONMENTAL PROTECTION AGENCY (EPA)

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



INTERNAL PURCHASE ORDER (IPO)

No: 1568

DATE: JUNE 14, 2022

IPO#: _____

NAME OF VENDOR: SUPER PETROLEUM

ADDRESS: CAPITOL BYE PASS

TEL: 0770723344

ITEM	QTY ORDER	DESCRIPTION	UNIT PRICE	TOTAL PRICE
	1,035	Gallons of Diesel in cash coupon	6.90	7,141.50
NOTE: IPO, Representing payment for one thousand thirty five (1,035) Gallons of diesel in cash coupons for EPA Generator, Bus and Motorbikes for the Month of June 2022, 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 ☐



GOODS DELIVERY NOTE

IPO# 1568 – EPA

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

DESCRIPTION OF GOODS	QUANTITY ORDERED	QUANTITY DELIVERED	UNIT PRICE (US\$)	AMOUNT (US \$)	COMMENTS
DIESEL IN CASH COUPONS	1,035 Gallons	7,145.00 IN		USD\$	Payment made
	7,141.50 in cash coupons	CASH COUPONS	6.90USD In cash	7,141.50	
5x91=4,095.00					
0x100=3,000.00					
0x5= 50					
				\$7,145.00 in cash Coupons	Received
TOTAL \$7,145.00 –Received					

PREPARED BY: Hassan I. Jawad DATE: 6/17/22
PROCUREMENT UNIT

RECEIVED BY: Thompson Dargatzis DATE: 06/17/22
DEPARTMENT/PROJECT OFFICE

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

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

Delivery Order

Date	17-06-2022
D.O.	55951
P.O. No	CHK#1670276
Memo	SALES

Name: Environmental Protection Agency

Item	Description	USS
SUS45	SN# 725195 To SN# 725285	4000
SUS30	SN# 907016 To SN# 907115	3000
SUS10	SN# 1072935 To SN# 1072939	50

Customer

Hassan K. Jalloh
Signature

0885014867

Delivered By
Signature

LEANNE D. NARTEN

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.

17/6/17/22



ENVIRONMENTAL PROTECTION AGENCY



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Office of the Manager of Administration.

To: Hon. Randall M. Dobayou
Deputy Executive Director

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: June 8, 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 14th June through and including the 11th day of July 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 small bus	20 days	5 gls. * 20=100 gls	100 gallons
7.	1 Motorbike ED Driver		10 gals.	10gals.

Grand total 1,035. Gallons