

**TERTIARY TERTIARY EDUCATION TRUST FUND**

**TEACHING PRACTICE EXERCISE**

**A SECTION A:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**MICRO TEACHING LABORATORY EQUIPMENT**

**NO REF. NO:** \_\_\_\_\_

**B ANALYSIS OF PROPOSED SUBMISSION**

**TABLE : BRIEFS ON MICRO TEACHING LABORATORY EQUIPMENT AND PROPOSED COST**

**MICRO TEACHING LABORATORY EQUIPMENT**

	LIST OF EQUIPMENT TO BE PROCURED	QUANTITY	RATE	AMOUNT
i				
ii				
iii				
iv				
v				
vi				
vii				
viii				
x				
xi				
<b>TOTAL</b>				

\*USE ADDITIONAL SHEET IF NECESSARY

**RECOMMENDED FUND RELEASE FOR MICRO TEACHING LABORATORY EQUIPMENT**

	85%	FINAL TRACNCHE	15%
<b>D DOCUMENTATION</b>	<b>CHECK</b>	<b>REMARKS</b>	
PROPOSAL			
DISCRIPTION OF THE EQUIPMENTS			
PRICED BILL OF QUANTITIES			
COVERING LETTER			
PROVOST LETTER OF ENDORSEMENT			

**E DETAILS OF TRANSACTIONS**

i	BALANCE OF ALLOCATION			
ii	AMOUNT EARLIER REQUESTED FOR THE PROCUREMENT OF MICRO TEACHING EQUIPMENT			
iii	AMOUNT EARLIER VETTED FOR THE PROCUREMENT OF MICRO TEACHING EQUIPMENT (85%)			
iv	TOTAL AMOUNT TO BE RELEASED FOR THE PURCHASED OF MICRO LAB TEACHING EQUIPMENT (REMAINING 15%)			
v	BALANCE OF ALLOCATION			

**F OBSERVATION:** \_\_\_\_\_

**RECOMMENDATION:** \_\_\_\_\_

**VETTING OFFICER:** \_\_\_\_\_ **SIGNATURE: DATE**

**DESIGNATION:** \_\_\_\_\_ **VETTED:**

**DASTD**

**RECOMMENDED BY** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_ **DATE APPROVED:** \_\_\_\_\_

