



Eromosele Osoba <eosoba@aust.edu.ng>

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## Detailed Budget for Video Conference Room/Secretariat

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Inegbenose Osoba <eosoba@aust.edu.ng>  
To: Rajesh Prasad <rprasad@aust.edu.ng>

12 February 2020 at 11:25

Hello,

See below approval to create video conference capabilities for the Board Room II and NNPC Hall. I will be forwarding to you approval from Prof. Onwualu in a separate email. I have attached the approved budget, with the components related to IT highlighted in yellow.

Please note the following:

- The costs per item shown in the budget are estimates.
- For the CPU, please [see this link](#) to know the required specification for what is needed.
- For the webcam, please [see this link](#) to know the required specification for what is needed.
- For the conference microphone, please [see this link](#) to know the required specification for what is needed.
- For the Canon Copier, please purchase the same spec as used in the AfDB Library.
- The TVs can be purchased directly from any of the LG retailers in the city.

----- Forwarded message -----

From: **shola Odusanya** <shola2@hotmail.com>  
Date: Tue, 11 Feb 2020 at 17:17  
Subject: Re: Detailed Budget for Video Conference Room/Secretariat  
To: Inegbenose Osoba <eosoba@aust.edu.ng>, aonwualu@aust.edu.ng <aonwualu@aust.edu.ng>, Omololu Akin-Ojo <oakinojo@gmail.com>, Ben AUST <bokonkwo@aust.edu.ng>  
Cc: victoria Agbo <vagbo@aust.edu.ng>

Dear all,

I am pleased to provide approval for the release of funds to erect this video conference facility. It forms part of the MOOC due to be verified by AAU.

Victoria. Please note.

Cheers,  
Shola

Get [Outlook for Android](#)

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From: Inegbenose Osoba <eosoba@aust.edu.ng>  
Sent: Sunday, February 9, 2020 8:45:34 PM  
To: Shola Odusanya <shola2@hotmail.com>  
Subject: Fwd: Detailed Budget for Video Conference Room/Secretariat

----- Forwarded message -----

From: **Inegbenose Osoba** <eosoba@aust.edu.ng>  
Date: Fri, Jan 31, 2020, 11:13 AM  
Subject: Detailed Budget for Video Conference Room/Secretariat  
To: Azikiwe Peter Onwualu <aonwualu@aust.edu.ng>, Shola Odusanya <shola2@hotmail.com>

Dear All,

Please see attached the detailed budget to create a video conference room and also some equipment for the secretariat. This is an expansion of the previously approved budget; components for the renovation works had not been included in the previous version.

Note that we (Murna & I), had decided to also upgrade the NNPC Hall to have video conference capabilities. The rationale behind this is that:

- If we are to be able to generate external revenue from the Boardroom II Video Conference Room, access to this facility has to be strictly managed i.e. cannot be used by students. Its usage will be restricted to administrative use only.
- The NNPC Hall is already optimized to be easily converted to a video conference room. The additional components needed in this hall is the TV/webcam and lecture room chairs (as used in the AfDB Auditorium).
- The NNPC Hall can then be used by students for general teleconference lectures an/or interactions with off-campus faculty/supervisors.

Let me know your thoughts on these.

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Regards,  
Osoba

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Regards,  
Osoba



**Budget for Video Conference-Secretariat [IT Components].ods**

16K

BUDGET FOR VIDEO CONFERENCE ROOMS & SECRETARIAT EQUIPMENT

#	Description	Qty	Naira		Dollar		Comments	
			Unit	Total	Unit	Total		
1	Audio/Visual & Peripherals	TV (60" 4K Resolution)	2	300000	600000	100	200	One TV each for Boardroom II and NNPC Hall
		Conference Microphone	2			200	400	
		Webcam	2			700	1400	One each for Boardroom II and NNPC Hall
		Desktop (CPU)	2pcs					Compact high-end CPU to be used with the TV
		UPS	2pcs	150000	150000			One each for Boardroom II and NNPC Hall
		Canon Copier	1			5500	5500	
		Swivel chairs	17	23,000	391,000			For the Boardroom II video conference room
		Side Board	1	30,000	30,000			
		Signage (Big)	3	20,000	60,000			
		Signage (Small)	3	3,000	9,000			
2	Furniture & Accessories	Wooden blinds	2	30,000	60,000			
		Chairs + flip tables	50	11,000	550,000			For the NNPC Hall video conference room, as used in the AfDB Auditorium
		Painting (Boardroom and corridor)			60,000			
		LED Light fitting (big)	8pcs	10,000	80,000			
		12 watts L.E.D fitting	3	1,800	5,400			
		13Amps Double Socket	2	2,000	4,000			
		3x6 knockout box	3		400			
		1.5mm 1 coil (Nig) cable	1 coil		8,000			
		13 Amps Double socket	2pcs	2,000	4,000			
		3x6 knockout box	3	200	400			
3	Electrical Works	20mm pvc pipe	5 lengths	300	1,500			
		Cement	½ bag		1,250			
		plaster sand	2		1,200			
		2.5mm single (Nig) cable			13,000			
		12 watts L.E.D	2	1,800	9,000			
		Adjustable fittings	4	5,000	20,000			
		25mm PPR pipe	7	2,800	19,600			
		25mm PPR control valve	4	4,500	18,000			
		25mm PPR Tee	12	300	3,600			
		25mm PPR M/F elbow	12	1,000	12,000			
4	Plumbing Works	25mm PPR M/F socket	8	900	7,200			
		Thread seal tape	1pkt	4,500	4,500			
		25mm PPR socket	10	500	5,000			
		25mm PPR union	4	1,500	6,000			
		50mm waste pipe	4	1,500	6,000			
		50mm bend	12	300	3,600			
		50mm Y Tee	4	700	2,800			
		50mm Tee	4	350	1,400			
		45 degree bend	4	300	1,200			
		100mm Tee	6	1,200	7,200			
4	Plumbing Works	100mm bend	8	900	7,200			
		90mm b end	6	900	5,400			
		50mm Y Tee	3	1,500	4,500			
		50mm waste pipe	4	2,500	10,000			
		Albro gum (Big)	1	4,000	4,000			
		Vent cap	2	1,000	2,000			
		Renting of PPR machine		10,000	10,000			

Sheet1

	W/C set (Sweet home)	4	45,000	180,000	
	Table top wash hand basin	3	10,000	30,000	
	Pan connector	4	2,000	8,000	
	Angle valve	10	1,500	15,000	
	Pump up waste	3	2,000	6,000	
	Magic waste	3	700	2,100	
	Flexible connector	10	500	5,000	
	Cone rubber	4	200	800	
	Hand dryer (Sweet)	2	12,000	24,000	
	Toilet brush	4	4,500	18,000	
	Tissue holder	4	4,000	16,000	
	Tissue holder (big)	2	8,000	16,000	
	Soap dispenser	3	6,000	18,000	
	Thread seal tape			4,500	
	Basin top	4	5,000	20,000	
	Floor drain	3	4,000	12,000	
	Extractor fan	2	12,000	24,000	
	Toilet partition			300,000	
	Chiseling and breaking of tiles			20,000	
	Floor tiles	12sqm	5,500	66,000	
	Labour for tiling & materials			50,000	
	<b>TOTAL</b>		<b>TOTAL</b>	<b>3034750</b>	<b>7500</b>
5	Tiling Works (Video Conference Room Toilets)				

Cash Advance PAM/

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INTERNAL REQUISITION

001641

The Bursar may approve expenditure up to N400 000. Requests above that must be accompanied by justification for approval by the President.

Vote Number.....

DEPARTMENT: I.T. DATE: 3/3/2020

Prepared/Requested by: Bidemi Abiodun  
Print Name and Sign

S/No.	Description	Qty	Unit Price	Amount (\$/N)
1	TV 60 inch 4K resolution	2	300,000	600,000
2	Conference microphone	2	36,500	73,000
3	Minidisplay	2	255,500	511,000
4	UPS	2	75,000	150,000
5	Web Cam Logitech	2	36,500	73,000
TOTAL				1,407,000

GTB 011553092  
Bidemi Abiodun

Approved: [Signature]  
3/3/2020  
03/03/2020

2

TOTAL AMOUNT IN WORDS: One million four hundred & seven thousand

Authorisation by budget holder: [Signature] 3/3/2020  
Name or position title Signature Date

Confirmation of sufficient funds: [Signature] 3/3/2020  
(Bursar/Finance Officer/Project Coordinator) Name and Signature Date

Expenditure Approved by: [Signature] 3/3/2020  
Bursar/President Date

Received by: \_\_\_\_\_ Paid by: \_\_\_\_\_



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INTERNAL REQUISITION

The Bursar may approve expenditure up to ₦500,000. Requests above that must be accompanied by justification for approval by the President.

Vote Number: .....

DEPARTMENT: IT

DATE: 28/2/2020

Prepared/Requested by: God-dey - C. Onyele  
 Print Name and Sign

S/No.	Description	Qty	Unit Price	Amount (\$/N)
1	Image Runner Advance C3530	1	₦1,700,000.00	₦1,700,000.00
2	Toner C-EXV 49 Black	2	—	—
3	Toner C-EXV 49 Cyan	2	—	—
4	Toner C-EXV 49 Magenta	2	—	—
5	Toner C-EXV 49 Yellow	2	—	—
6	Plain Pedestal	1	—	—
7	DADF-AVI	1	—	—
TOTAL				₦1,700,000.00

Approved  
 God-dey - C. Onyele  
 02/03/2020

TOTAL AMOUNT IN WORDS One million nine hundred thousand naira only

Authorisation by budget holder: Inegbenwa Odega [Signature] 28/2/20  
 Name or position title Signature Date

Confirmation of sufficient funds: P.P. Victor [Signature] 28/02/2020  
 (Bursar/Finance Officer/Project Coordinator) Name and Signature Date

Expenditure Approved by: [Signature] Prof. A.P. Churugh 28/2/20  
 Bursar/President Date

Received by: \_\_\_\_\_ Paid by: \_\_\_\_\_