

Lupane State University

Building Communities through Knowledge

RB08

RESEARCH AND INNOVATION SERVICES OFFICE (RISO)

REPORT ON BLOCK ALLOCATION EXPENDITURE FOR YEAR:

1. Name of Applicant:

Collaborator/s:

2. Faculty:

3. Department:

4. Position of Applicant (i.e. full-time lecturer.....)

5. Date of Assumption of Duty:

6. Statement by Chairperson (or Dean where appropriate):

(Such as "All members of the department were consulted on the use of the Block Allocation")

\$

7. Balance brought forward from Year

x.....

8. Block Allocation for Yearbased on the

establishment of Posts

yy.....

9. Total for the current year

(xx + yy)

10. Expenditure by Each Staff Member

[In this section the names of all members of the department should be given, with an itemized list of expenditure for each person, rounded to the nearest \$. Small amounts can be aggregated. The examples below are fictitious and intended as illustrations.]

		Total	
10.1	Prof A N Other	Conference Fees	\$a
		Local Travel	\$b
			\$a+b
10.1.2	AAA Adams, B. Brown	Wood, screws paint	\$c
		Journal subscription to	
		"Int. J. Eptal Results"	\$d
			\$c+d
10.1.3	CC Chitamba	Minor equipment purchases	\$e
		Block Allocation, Photocopying	\$f
			\$e+f

fax charges

10.1.4 D D Dlodlo	Computer discs accommodation	\$g	
	Field work	\$h	\$g+h
10.1.5 Total Expenditure			\$nnn
10.1.6 Balance carried forward to			\$mmm

11. Comments (if any):

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[For example the Chairperson (or Dean) should explain that any expenditure exceeding the per capita allocation was with the consent of the Departmental Board].

Chairperson (name):

Signature: Date:

Faculty Representative (name):

Signature: Date: