



**HERITAGE CHRISTIAN COLLEGE**  
OFFERING WORLD CLASS UNIVERSITY EDUCATION

FROM : All HoD's – Academic Departments

TO : Dean – School of Applied Science and Technology

SUBJECT : **REQUEST FOR FUNDS – VISIT TO SHS (ASHANTI REGION)**

DATE : 25<sup>th</sup> October 2023

The HoDs as part of the departmental marketing have decided to visit selected Senior High Schools (SHSs) in the Ashanti region. This is an extension of last year's visits to SHSs in the Western and Central regions. Initial correspondence with some leads in the Ashanti region suggest and recommends that a representative from the "Visit to SHS" team visits (2nd & 3rd Nov. 2023) various SHS in the Ashanti region to engage the approval & support of the management of the various SHSs. The proposed date for the actual event is 23rd - 26th November 2023 students.

Kindly consider and approve an amount of Five thousand cedis (GHs 5,000) for the two-day stay and visit.

The cost of the visit will be appropriated equally between the academics departments by the finance department.

Summary of Funds

Item	Cost
Transport (Private transport-In/Out/Internal)	2,300
Personal Allowance	2,700
<b>Total amount required</b>	<b>5,000</b>

Thank You

Alexander Asmah  
HoD; Department of Business Technology and Innovation