



Capital/Non-Routine Expenditure Application (CNA)

This form must be used to obtain approval before any capital and non-routine expenditure is incurred.
 HODs/Project managers must ensure that proper upfront planning has been done and must meet all the deliverables (cost, quality, time and scope of works).

CA Number (to be assigned by Finance)

A. GENERAL

1	Operation	Rutongo Mines	2 Department	Engineering
3	Head of Department	Fred MICO	4 Project Sponsor	Regis NGENZI
5	Project Manager	Claude NDAYAMBAJE	6 Project 2nd-in-charge	Jefferson

B. PROJECT IDENTIFICATION

1	Project Name	House Renovation		
2	Project Category	Sustaining: Capital Maintenance/Improvements/Major Components	Parent CNA ref	
3	Project Type	Supplemental	4 Asset Classification	Building and site facilities

C. FINANCIAL INFORMATION

1	Budgeted/Unbudgeted	Unbudgeted in 5 Yr Plan		2 Approved Budget Amount (5Yrs):	
3	Current year budget	Q1: X	Q2: 6,288	Q3:	Q4:
4	Previous CNA request:	+	Current CNA request: 6,288	=	Total project costs 6,288
5	If unbudgeted, what budgeted project to offset? (name of project and budget amount)?	There is no budget to offset because this is specifically for special project.			
6	Reason for substitution	No substitution needed due to the fact that this is approved on special project.			

D. PROJECT OVERVIEW

1	Project Description/Background
<p>The proposed renovation aims to restore the house to acceptable living standards by carrying out essential works such as wall plastering, painting, plumbing repairs, and installation of proper fittings including curtains. This will ensure the facility is clean, safe, and fully functional for its intended use.</p>	

2	Alternatives Considered
N/A	

3	Schedule & Milestone dates																																													
	<table border="1"> <thead> <tr> <th></th> <th>Schedule & Milestone</th> <th>Responsible</th> <th>Target Date</th> <th>Duration (days)</th> </tr> </thead> <tbody> <tr> <td>a</td> <td>Wall plastering</td> <td>Claude Ndayambaje</td> <td>2026-Apr-10</td> <td>5 days</td> </tr> <tr> <td>b</td> <td>Painting</td> <td>Claude Ndayambaje</td> <td>2026-Apr-15</td> <td>4 days</td> </tr> <tr> <td>c</td> <td>Plumbing</td> <td>Claude Ndayambaje</td> <td>2026-Apr-19</td> <td>3 days</td> </tr> <tr> <td>d</td> <td>Curtains installation</td> <td>Claude Ndayambaje</td> <td>2026-Apr-21</td> <td>2 days</td> </tr> <tr> <td>e</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>f</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>g</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>h</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Schedule & Milestone	Responsible	Target Date	Duration (days)	a	Wall plastering	Claude Ndayambaje	2026-Apr-10	5 days	b	Painting	Claude Ndayambaje	2026-Apr-15	4 days	c	Plumbing	Claude Ndayambaje	2026-Apr-19	3 days	d	Curtains installation	Claude Ndayambaje	2026-Apr-21	2 days	e					f					g					h				
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4 Risks management considerations & mitigation

	Risks	Mitigation	Responsible
a	Delay in material supply	Early procurement and supplier follow-up	Claude Ndayambaje
a	Poor workmanship	Close supervision and quality checks	Claude Ndayambaje
a	Budget overrun	Strict cost control and monitoring	Fred Mico
a	Safety incidents	Enforce PPE and safety procedure	Kevin Kayiranga
a			

5 Management of change considerations

	Management of change considerations	Responsible
a	N/A	
b		
c		
d		
e		

E REPLACEMENT ASSET(S) (required if project type selected is "replacement asset")

1 Details of asset being replaced

	Asset Number	Description	Net Book Value	Proposed Mode of Disposal
a	N/A			
b				
c				
d				
e				
f				
g				

2 Redundant/obsolete spare parts/consumables

Will any existing inventory of spares / consumables relating to the asset being replaced need to be scrapped or written off?

Yes (fill-out details below)


No

	Stock Item Number	Description	Net Book Value	Proposed Mode of Disposal
a				
b				
c	N/A			
d				
e				
f				
g				

F MAJOR COST COMPONENTS

Description	Supporting document/reference	Original currency		US\$ FX rate	US\$
		Curr	Amount		
Wall plastering	proforma	RWF	5,967,500	0.00069	4,118
Plumbing	proforma	RWF	2,293,900	0.00069	1,583
Curtains	proforma	RWF	851,000	0.00069	587
					0
					0
					0
					0

EW

GENERAL MANAGER <i>Required for all CNAs</i>	Regis NGENZI		11/4/2026
ICT MANAGER <i>For projects requiring ICT expenditure or modifications</i>			
HEAD OF THE PROJECT COMMITTEE <i>For projects subject to stage gating process</i>			
COO <i>>\$50k-\$100k in budget; >\$10k-\$20k out of budget (N/A for CSR Activity)</i>			
CFO <i>>\$100k-\$250k in budget; >\$20k-\$50k out of budget (N/A for CSR Activity)</i>			
CEO <i>>\$250k-\$400k in budget; >\$50k-\$100k out of budget (CSR Activity <\$100k)</i>			
BOARD OF DIRECTORS <i>>\$400k in budget; >\$100k out of budget (CSR Activity >\$100k)</i>			

Received by Finance	
Name	
Position	
Date	

System	
GL created in system by	
Created date:	
GL notification sent on	





OMK COMPANY Ltd

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 Kigali - Gasabo - Gakinjira
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Date: ...

FACTURE PROFORMA N°:086

Client: *Proforma* *Proforma*

Qty	Description	U.Price	T.Price
20 bags	Cement 42 "	16,500	330,000
10 pcs	ply wood	9,000	90,000
10 LITRE	oil paint (grey)	21,500	215,000
7 buckets	water paint silk	120,000	840,000
27 LITRE	supercol	65,000	455,000
9 pcs	wooden door (200x70)	95,000	765,000
3 pcs	Metallic door (double 190)	95,000	285,000
1 pcs	Metallic door double (170x200)	180,000	180,000
2 pcs	window 170x170	95,000	665,000
3 pcs	window 90x70	50,000	150,000
15 pcs	window glass (6mm)	40,000	600,000
25 kg	putty	4,500	112,500
15 pc	door lock	35,000	525,000
35 LITRE	oil paint (chocolate)	21,500	64,500
47 LITRE	varnish	25,000	100,000
20 sqm	Wall tile	9,500	190,000
2 pc	Rudivit	16,000	112,000
25	...	6,000	150,000

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