



UNIVERSITY OF RUHUNA - MATARA
PURCHASE REQUISITION FORM

Supplies Branch

Tel: Extension 2115 Fax 041 2227027

E-mail: sabs@admin.ruh.ac.lk

Web: <http://www.ruh.ac.lk>

Form No-REQ303

Date-2024-05-30

To be Completed in triplicate

User	Faculty/Admin	dsfdg
	Department/Branch	MENA
	Contact Person	ghgf
	Telephone No	654765

	Fund GOSL Yes	<input type="checkbox"/>	Project	<input type="checkbox"/>	Vote	<input type="checkbox"/>
Funds	Whether the item/items requested Included				If No, Vice Chancellor's Approval required	
	Procurement Plan	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>			
	Budget Allocation	3			Vice Chancellor	
	Used Amount					
	Balance Available					

Object	Description of the item/items in Table A to be included						
	Description of the item/items in Table A to be included	Unit Price	Qty Required	Qty Already Available	Qty to be Supplied	Rate	Total value

Purpose	Normal	<input type="checkbox"/>	Fast Track	<input checked="" type="checkbox"/>	Urgent	<input type="checkbox"/>
	If Urgent Provide The Justification:					

Approval	Prepared By:	Head Of The Department:		
	Recommended/Approved	Dean/Registrar/Bursar		
	Date		Date	
	Approved	Registrar	Date	Vice Chancellor

Office Use	Please take action to Supply	
	Date	Assistant Bursar (Supplies)

• Incompleted forms will be rejected.
• When Specifications are not provided University Specifications may be used without giving any notice.