



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-REQ377

Date-

To be Completed in triplicate

User	Faculty/Admin	
	Department/Branch	
	Contact Person	
	Telephone No	

	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	<input type="text"/>				Approved
	Used Amount	<input type="text"/>				Vice Chancellor
	Balance Available	<input type="text"/>				

Object	Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value
	෧෧587	෧෧587	෧෧587	෧෧587	෧෧587	෧෧587	෧෧587
	෧෧෧	෧෧෧	෧෧෧	෧෧෧	෧෧෧	෧෧෧	෧෧෧

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

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

Office Use	Please take action to Supply Date	Assistant Bursar (Supplies)
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* When specifications are not provided University Specifications may be used without giving any notice.