



**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-

Date -

*To be Completed in triplicate*

<b>User</b>	Faculty/Admin						
	Department/Branch						
	Contact Person -		Telephone No -				
<b>Funds</b>	Funds GOSL Yes <input type="checkbox"/> Project		Vote				
	Whether the item/items requested Included in procurement Plan		* If No should get the Vice Chancellor's Approval				
	Yes <input type="checkbox"/> NO <input type="checkbox"/>						
	Budgeted Allocation Rs.		<b>Approved</b>				
	Used Amount So far Rs.		<b>Vice Chancellor</b>				
	Balance Available Rs.						
<b>Object</b>					Should be filled by Supplies Division		
	Description of the item/items indented to be purchased	Cost (Approximately)	Qty. Required	Qty. Already Available	Qty. Supplied	Rate	Total value
	• Specification is Attached Yes <input type="checkbox"/> No <input type="checkbox"/>						
<b>Purpose</b>	Normal <input type="checkbox"/> Fast Track <input type="checkbox"/> Urgent <input type="checkbox"/> <b>If Urgent Provide The Justification :</b>						
<b>Approval</b>	Prepared By -		Head Of The Department -				
	<b>Recommended/Approved</b>						
	Date		Dean/Registrar/Bursar				
	<b>Approved</b>						
	Date	Registrar	Date	Vice Chancellor			
<b>Office Use</b>	<b>Please take action to Supply</b>  Date Assistant Bursar (Supplies)						

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