



## 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-REQ001

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	<table><thead><tr><th>Description of the item/items indented to be purchased</th><th>Cost</th><th>Qty Required</th><th>Qty Available</th><th>Qty Supplied</th><th>Rate</th><th>Total value</th></tr></thead><tbody><tr><td>dsfd</td><td>56</td><td>67</td><td>78</td><td></td><td></td><td></td></tr><tr><td>78</td><td>786</td><td>786</td><td>786</td><td></td><td></td><td></td></tr><tr><td>78</td><td>786</td><td>768</td><td>786</td><td></td><td></td><td></td></tr></tbody></table>							Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value	dsfd	56	67	78				78	786	786	786				78	786	768	786			
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	78	786	768	786																															
Specification is Attached Yes <input type="checkbox"/> No <input type="checkbox"/>																																			

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