



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-REQ006

Date-

To be Completed in triplicate

User	Faculty/Admin	
	Department/Branch	
	Contact Person	
	Telephone No	

	Fund GOSL Yes		Project		Vote	
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			Approved		
	Used Amount			Vice Chancellor		
	Balance Available					

Object	Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value
	1	12	54	5656			
	5t	5	56	6			
	65	6546	6	6			
	6	646	64	444444446			
	65	757	7567	7			
	7777777778	7777	778678	876			
	78786	786	868	76			
	78676	68	768	768			
	6666666666668	68	888	786			
	786	876	7868	88			
	Specification is Attached Yes <input type="checkbox"/> No <input type="checkbox"/>	76	666666	66688			

Purpose	Normal <input type="checkbox"/> Fast Track <input type="checkbox"/> Urgent <input type="checkbox"/>	86	66689	99			
	If Urgent Provide The Justification:	7899	78997				
	8979	989	899	890			

Approval	Prepared By:	890	890	80	Head Of The Department:		
	Recommended/Approved	890	8	89			
	Date	8	8	8	Dean/Registrar/Bursar		
	Approved	970	9800	980			
	Date	Registrar	8	Date	Vice Chancellor		
		787		89			

Office Use	Please take action to Supply	9879	98	97			
	Date	798	7789	7989	Assistant Bursar (Supplies)		
		80	89	890			

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