



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-REQ366

Date-

To be Completed in triplicate

User	Faculty/Admin	
	Department/Branch	
	Contact Person	
	Telephone No	

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

Object	<table><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></table>							Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value
	Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value							

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		Dean/Registrar/Bursar	
	Date		Date	
	Approved	Registrar	Date	Vice Chancellor

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

** Incompleted forms will be rejected.*

- *When Specifications are not provided University Specifications may be used without giving any notice.*