



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-REQ004

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"/>	Approved										
	Budget Allocation						Vice Chancellor							
	Used Amount													
	Balance Available													
Object	<table border="1"><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></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							
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)										

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