



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-REQ012

Date-2024-06-24

To be Completed in triplicate

User	Faculty/Admin	gtrqr
	Department/Branch	DEIE
	Contact Person	rtrt
	Telephone No	8528

	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"/>	50000 Approved			
	Budget Allocation	200000	Vice Chancellor			
	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><tr><td>chhg</td><td>50000</td><td>20</td><td>2</td><td></td><td></td><td></td></tr><tr><td>hjkhh</td><td>442</td><td>24</td><td>24</td><td></td><td></td><td></td></tr></table>							Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value	chhg	50000	20	2				hjkhh	442	24	24			
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	chhg	50000	20	2																								
	hjkhh	442	24	24																								
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.