

PURCHASE REQUISITION FORM

Supplies Branch

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E-mail: sabs@admin.ruh.ac.lk

Web: <http://www.ruh.ac.lk>

Form No-REQ006

Date-2024-06-04

To be Completed in triplicate

User	Faculty/Admin	FOE
	Department/Branch	DEIE
	Contact Person	hhhh
	Telephone No	011258964

	Fund GOSL Yes	<input type="text"/>	Project	<input type="text"/>	Vote	<input type="text"/>
Funds	Whether the item/items requested Included			If No, Vice Chancellor's Approval required		
	Procurement Plan	Yes: <input type="text"/>	No: <input type="text"/>	1500000		
	Budget Allocation	<input type="text" value="3500000"/>			Approved	
	Used Amount	<input type="text"/>			Vice Chancellor	
	Balance Available	<input type="text"/>				

Object	Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value
	Chair	50000	25	10			
	fddd	5000	23	2			
	<p>Specification is Attached Yes <input type="checkbox"/> No <input type="checkbox"/></p>						

Purpose	Normal <input checked="" type="checkbox"/> Fast Track <input type="checkbox"/> Urgent <input type="checkbox"/> If Urgent Provide The Justification:
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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.*