



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-REQ002

Date-2024-06-12

To be Completed in triplicate

User	Faculty/Admin	FOE
	Department/Branch	DEIE
	Contact Person	SSSS
	Telephone No	075888825

	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"/>	1500000 Approved			
	Budget Allocation	3500000	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>jjjll</td><td>25000</td><td>14</td><td>20</td><td></td><td></td><td></td></tr><tr><td>ddddd</td><td>50000</td><td>5</td><td>10</td><td></td><td></td><td></td></tr><tr><td>ljddd</td><td>25800</td><td>300</td><td>20</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	jjjll	25000	14	20				ddddd	50000	5	10				ljddd	25800	300	20			
	Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value																												
	jjjll	25000	14	20																															
	ddddd	50000	5	10																															
	ljddd	25800	300	20																															
Specification is Attached Yes <input type="checkbox"/> No <input type="checkbox"/>																																			

Purpose	Normal <input checked="" 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.