



Date:

Date

Form No:

Form No

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>

Faculty/Admin

Department/Branch

Contact Details

Contact Person

Telephone

Funds

Budget Allocation Rs

Used Amount So far Rs

Balance Available Rs

Object

				To be filled by Supplies Division		
Description of the items indented to be purchased	Cost(Approximately)	Qty Required	Qty Already available	Qty Supplied	Rate	To va

Section 3

Identification

☐ Normal

☐ Fast Track

☐ Urgent

Approval

Budget Allocation Rs

Prepared By

Head of the Department

Recommended/Approved

Date

Dean/Registrar/Bursar

Approved

Date

Registrar

Date

Vice Chancell

Office Use

Please take action to Supply

Date

Assistant Bursar(Supplies)
