



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-REQ009

Date-2024-06-25

To be Completed in triplicate

User	Faculty/Admin	FOE
	Department/Branch	DEIE
	Contact Person	ggg
	Telephone No	04588255

	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"/>	2500000 Approved			
	Budget Allocation	100000	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>Chair</td><td>5000</td><td>25</td><td>1</td><td></td><td></td><td></td></tr><tr><td>Table</td><td>50000</td><td>3</td><td>10</td><td></td><td></td><td></td></tr><tr><td>hhh</td><td>520</td><td>5</td><td>5</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	Chair	5000	25	1				Table	50000	3	10				hhh	520	5	5			
	Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value																												
	Chair	5000	25	1																															
	Table	50000	3	10																															
	hhh	520	5	5																															
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.