

**PURCHASE REQUISITION FORM**

Supplies Branch

Tel: Extension 2115 Fax 041 2227027

E-mail: sabs@admin.ruh.ac.lkWeb: <http://www.ruh.ac.lk>

Form No-REQ348

Date-

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To be Completed in triplicate

User	Faculty/Admin	
	Department/Branch	
	Contact Person	
	Telephone No	

	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"/>			
	Budget Allocation					Approved
	Used Amount					Vice Chancellor
	Balance Available					

Object	Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value

Purpos
e

Normal



Fast Track



Urgent



If Urgent Provide The Justification:

If Urgent Provide The Justification:

Approva
I

Prepared By:

Head Of The Department:

Recommended/Approved

Recommended/Approved

Date

Dean/Registrar/Bursar

Approved

Approved

Date

Registrar

Date

Vice Chancellor

Office
Use

Please take action to Supply

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.*