



UNIVERSITY OF RUHUNA - MATARA

**PURCHASE REQUISITION FORM**

Supplies Branch

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Form No-REQ029

Date-

*To be Completed in triplicate*

| User   | Faculty/Admin   |                               |                              |               |                             |      |   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
|--|---|-------------------------------|------------------------------|---------------|-----------------------------|------|---|--|------|--------------|---------------|--------------|------|-------------|--|--|--|--|--|--|--|
|  | Department/Branch   | DEIE                          |                              |               |                             |      |   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
|  | Contact Person  |                               |                              |               |                             |      |   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
|  | Telephone No  |                               |                              |               |                             |      |   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
| 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<br>Approved<br>Vice Chancellor |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
|  | Procurement Plan  | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |               |                             |      |   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
|  | Budget Allocation   |                               |                              |               |                             |      |   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
|  | Used Amount   |                               |                              |               |                             |      |   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
|  | Balance Available   |                               |                              |               |                             |      |   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
| Object   | <table border="1"><thead><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></thead><tbody><tr><td colspan="7" style="height: 100px;"></td></tr></tbody></table> |                               |                              |               |                             |      |   | Description of the item/items indented to be purchased | Cost | Qty Required | Qty Available | Qty Supplied | Rate | Total value |  |  |  |  |  |  |  |
|  | Description of the item/items indented to be purchased  | Cost                          | Qty Required                 | Qty Available | Qty Supplied                | Rate | Total value   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
|  |   |                               |                              |               |                             |      |   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
| 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"/><br>If Urgent Provide The Justification:  |                               |                              |               |                             |      |   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
| Approval   | Prepared By:  |                               |                              |               | Head Of The Department:     |      |   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
|  | Recommended/Approved<br>Date  |                               |                              |               | Dean/Registrar/Bursar       |      |   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
|  | Approved<br>Date  |                               | Registrar                    |               | Date                        |      | Vice Chancellor   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |
| Office Use   | Please take action to Supply<br>Date  |                               |                              |               | Assistant Bursar (Supplies) |      |   |  |      |              |               |              |      |             |  |  |  |  |  |  |  |

• Incompleted forms will be rejected.  
• When Specifications are not provided University Specifications may be used without giving any notice.