



## 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-REQ011

Date-2024-07-01

To be Completed in triplicate

User	Faculty/Admin	FOE
	Department/Branch	DEIE
	Contact Person	fgv
	Telephone No	0452287878

	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"/>	3000000 Approved			
	Budget Allocation	2000000	Vice Chancellor			
	Used Amount					
	Balance Available					

Object	Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value
	Chair	50000	6	2			
	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)
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