



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-REQ412

Date-

To be Completed in triplicate

User	Faculty/Admin						
	Department/Branch						
	Contact Person						
	Telephone No						

Funds	Fund GOSL Yes	<input type="checkbox"/>	Project	<input type="checkbox"/>	Vote	<input type="checkbox"/>
	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	<input type="text"/>				Approved
	Used Amount	<input type="text"/>				Vice Chancellor
	Balance Available	<input type="text"/>				

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