



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-REQ003

Date-2024-04-10

To be Completed in triplicate

User	Faculty/Admin	FOE
	Department/Branch	IS
	Contact Person	Priyanka
	Telephone No	075826458

	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"/>	200000 Approved			
	Budget Allocation	450000	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
	Half Sheet Bundles	100000	20	10			
	Computer	100000	1	8			
	Tables	50000	2	5			
	Printer	20000	1	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:
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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.