

**PURCHASE REQUISITION FORM**

Supplies Branch

Tel : Extension 2115 Fax 041 2227027

E mail - sabs@admin.ruh.ac.lk

Web - http://www.ruh.ac.lk

Date:

Form No:

Section	Faculty/Admin	Department/Branch	Contact Person	C
User				

Funds	Budget Allocation Rs	Used Amount So far Rs	Balance Available Rs

					To be filled by Supplies Division		
Object	Description of the items indented to be purchased	Cost Approximately	Qty Required	Qty Already available	Qty Supplied	Rate	Total value

Purpose

- ☐ Normal
☐ Documentations
☐ Fix
☐ Updates

What's Next

Once you've submitted your form, you will receive an email confirmation within 24-48 hours.

Requirements

Please note that approval times may vary depending on the nature of your request.

Additional Information

If you have any questions or concerns, please don't hesitate to contact us.