



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

Date:

2024-03-20

Form No:

REQ026

User

Faculty/Admin

Enginerring

Department/Branch

EIE

Contact Person

Head

Contact Number

1234567890

Funds

Budget Allocation Rs

5000

Used Amount So far Rs

500

Balance Available Rs

4500

Object

				To be filled by Supplies Division		
Description of the items indented to be purchased	Cost Approximately	Qty Required	Qty Already available	Qty Supplied	Rate	Total value
chair	400	20	10			

Purpose

Normal

Submission

Send To

dean

Attached Documents