



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-REQ030

Date-

To be Completed in triplicate

User	Faculty/Admin																				
	Department/Branch																				
	Contact Person																				
	Telephone No																				
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 Approved Vice Chancellor														
	Procurement Plan	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>																		
	Budget Allocation																				
	Used Amount																				
	Balance Available																				
Object	<table border="1"><thead><tr><th>Description of the item/items indented to be purchased</th><th>Cost</th><th>Qty Required</th><th>Qty Available</th><th>Qty Supplied</th><th>Rate</th><th>Total value</th></tr></thead><tbody><tr><td colspan="7" style="height: 100px;"></td></tr></tbody></table>							Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value							
	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)																

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