



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-REQ025

Date-2024-06-19

To be Completed in triplicate

User	Faculty/Admin	sdfsgfd
	Department/Branch	DEIE
	Contact Person	ffgf
	Telephone No	hghji

	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"/>	57657 Approved			
	Budget Allocation	78	Vice Chancellor			
	Used Amount					
	Balance Available					

Object	<table><tr><td>Description of the item/items indented to be purchased</td><td>Cost</td><td>Qty Required</td><td>Qty Available</td><td>Qty Supplied</td><td>Rate</td><td>Total value</td></tr></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)
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• Incompleted forms will be rejected.
• When Specifications are not provided University Specifications may be used without giving any notice.