

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-REQ307

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		
	Procurement Plan	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>			
	Budget Allocation	<input type="text"/>			Approved	
	Used Amount	<input type="text"/>			Vice Chancellor	
	Balance Available	<input type="text"/>				

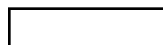
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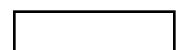


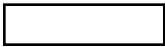


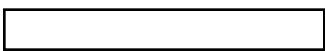


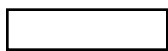


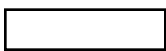


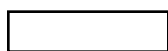


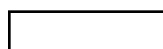














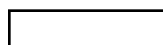


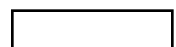


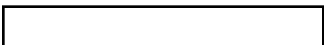




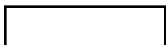




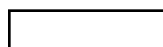


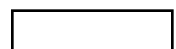




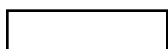








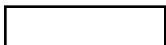














Purpose	Normal <input type="checkbox"/> Fast Track <input type="checkbox"/> Urgent <input type="checkbox"/> If Urgent Provide The Justification:
Approval	Prepared By:Head Of The Department:
	Recommended/Approved DateDean/Registrar/Bursar
	Approved DateRegistrarDateVice Chancellor
Office Use	Please take action to Supply DateAssistant Bursar (Supplies)

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