



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:

2024-04-26

Form No:

REQ021

### User

Faculty/Admin

sd

Department/Branch

MENA

Contact Person

sfdsg

Contact Number

213253

### Funds

Budget Allocation Rs

335

Used Amount So far Rs

5435

Balance Available Rs

5346

### 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
43t5	324	35435	436			

### Purpose

Normal

### Submission

Send To

dean

# Approval

**FACULTY/ADMIN**

Prepared By \_\_\_\_\_

Head of the Department \_\_\_\_\_

**RECOMMENDED/APPROVED**

Date \_\_\_\_\_

Dean/Registrar/Bursar \_\_\_\_\_

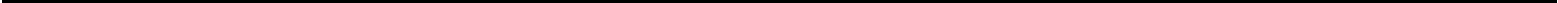
**FACULTY/ADMIN**

Date \_\_\_\_\_

Registrar \_\_\_\_\_

Date \_\_\_\_\_

Vice Chancellor \_\_\_\_\_



## Office Use

**PLEASE TAKE ACTION TO SUPPLY**

Date \_\_\_\_\_

Assistant Bursar(Supplies) \_\_\_\_\_