



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-REQ021

Date-2024-06-19

To be Completed in triplicate

User	Faculty/Admin Department/Branch Contact Person Telephone No	<div>sdfsgfd</div> <div>DEIE</div> <div>ffgf</div> <div>hghji</div>																		
Funds	Fund GOSL Yes <input type="checkbox"/>	Project <input type="checkbox"/>	Vote <input type="checkbox"/>																	
	Whether the item/items requested Included Procurement Plan Yes: <input type="checkbox"/> No: <input type="checkbox"/>		If No, Vice Chancellor's Approval required 57657 Approved Vice Chancellor																	
	Budget Allocation	<div>78</div>																		
	Used Amount																			
	Balance Available																			
Object	<table><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><tr><td colspan="7" style="height: 150px;"></td></tr></table> <div>Specification is Attached Yes <input type="checkbox"/> No <input type="checkbox"/></div>						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														
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.