



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:

undefined

Form No:

REQ014

User

Faculty/Admin

jhj

Department/Branch

MENA

Contact Person

jhg

Contact Number

5587

Funds

Budget Allocation Rs

45

Used Amount So far Rs

546

Balance Available Rs

54

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
ghg	524	2	245			

Purpose

Normal

Submission

Send To

registrar

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) _____