

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-REQ020

Date-2024-06-19

To be Completed in triplicate

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

	Fund GOSL Yes	<input type="text"/>	Project	<input type="text"/>	Vote	<input type="text"/>
Funds	Whether the item/items requested Included Procurement Plan Yes: <input type="text"/> No: <input type="text"/>				If No, Vice Chancellor's Approval required 57657 Approved	
	Budget Allocation	<input type="text"/>			Vice Chancellor	
	Used Amount	<input type="text"/>				
	Balance Available	<input type="text"/>				

Object	Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value

Specification is Attached Yes ☐ No ☐

Purpose	Normal <input type="checkbox"/> Fast Track <input type="checkbox"/> Urgent <input type="checkbox"/>
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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.*