



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:

Date

Form No:

REQ114

### User

Faculty/Admin

Department/Branch

Contact Person

Contact Number

### Funds

Budget Allocation Rs

Used Amount So far Rs

Balance Available Rs

### 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

### 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) \_\_\_\_\_