



## 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-REQ005

Date-

*To be Completed in triplicate*

User

Faculty/Admin

Department/Branch

Contact Person

Telephone No

Fund GOSL Yes

Project

Vote

Funds

Whether the item/items requested Included

Procurement Plan

Yes:

No:

Budget Allocation

Used Amount

Balance Available

If No, Vice Chancellor's Approval  
required

Approved

Vice Chancellor

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

☐

Fast Track

☐

Urgent

☐

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.