

Approval

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

2024-04-19 Date:

Form No: Form No

Department/Branch MENA Contact Person Contact Number Funds Budget Allocation Rs Used Amount So far Rs Description of the items indented to be purchased Description of the items indented to be purchased Purpose Normal Submission Send To	User				
MENA Contact Person Contact Number Funds Budget Allocation Rs Used Amount So far Rs Object To be filled by Supplies Division Description of the items indented to be purchased Purpose Normal Submission Send To	Faculty/Admin				
MENA Contact Person Contact Number Funds Budget Allocation Rs Used Amount So far Rs Object To be filled by Supplies Division Description of the items indented to be purchased Purpose Normal Submission Send To	Department/Branch				
Funds Budget Allocation Rs Used Amount So far Rs Object To be filled by Supplies Division Description of the items indented to be purchased Purpose Normal Submission Send To					
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 Purpose Normal Submission Send To	Contact Person				
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 Purpose Normal Submission Send To	Contact Number				
Object To be filled by Supplies Division Description of the items indented to be purchased Purpose Normal Submission Send To	Funds Budget Allocation Rs				
Object To be filled by Supplies Division Description of the items indented to be purchased Cost Approximately Required Variable Rate Value Purpose Normal Submission Send To	Used Amount So far Rs				
Description of the items indented to be purchased Cost Approximately Required Required Rate Value Purpose Normal Submission Send To	Balance Available Rs				
Description of the items indented to be purchased Cost Approximately Required available Qty Already Supplied Rate Total value Purpose Normal Submission Send To	Object				
Purpose Normal Submission Send To					
Normal Submission Send To				Rate	
Normal Submission Send To					
Submission Send To	Purpose				
Send To	Normal				
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Prepared By	
Head of the Department	
- Tread 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)	

FACULTY/ADMIN