



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-REQ004

Date-2024-05-22

To be Completed in triplicate

User	Faculty/Admin Department/Branch Contact Person Telephone No	FOE MME gfjh 5742472																		
Funds	Fund GOSL Yes Project Vote	<div>Whether the item/items requested Included Procurement Plan Yes: No: Budget Allocation Used Amount Balance Available</div> <div>If No, Vice Chancellor's Approval required Approved Vice Chancellor</div>																		
Object	<table><thead><tr><th>Description of the item/items indented to be purchased</th><th>Cost</th><th>Qty Required</th><th>Qty Available</th><th>Qty Supplied</th><th>Rate</th><th>Total value</th></tr></thead><tbody><tr><td>rrre</td><td>455555</td><td>55</td><td>5</td><td></td><td></td><td></td></tr></tbody></table> <div>Specification is Attached Yes No</div>						Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value	rrre	455555	55	5			
Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value														
rrre	455555	55	5																	
Purpose	Normal Fast Track Urgent If Urgent Provide The Justification:																			
Approval	<div>Prepared By: Head Of The Department:</div> <div>Recommended/Approved Date Dean/Registrar/Bursar</div> <div>Approved Date Registrar Date Vice Chancellor</div>																			
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.