



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-REQ021

Date-

To be Completed in triplicate

User	Faculty/Admin																				
	Department/Branch																				
	Contact Person																				
	Telephone No																				
Funds	Fund GOSL Yes	<input type="checkbox"/>	Project	<input type="checkbox"/>	Vote	<input type="checkbox"/>															
	Whether the item/items requested Included		If No, Vice Chancellor's Approval required																		
	Procurement Plan	Yes: <input type="checkbox"/>	No: <input type="checkbox"/>	Approved																	
	Budget Allocation				Vice Chancellor																
	Used Amount																				
	Balance Available																				
Object	<table><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><tr><td colspan="7" style="height: 150px;"></td></tr></table>							Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value							
Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value															
	Specification is Attached Yes <input type="checkbox"/> No <input type="checkbox"/>																				
Purpose	Normal <input type="checkbox"/> Fast Track <input type="checkbox"/> Urgent <input type="checkbox"/> If Urgent Provide The Justification:																				
Approval	Prepared By:			Head Of The Department:																	
	Recommended/Approved			Dean/Registrar/Bursar																	
	Date			Date																	
	Approved			Vice Chancellor																	
	Date			Date																	
Office Use	Please take action to Supply			Assistant Bursar (Supplies)																	
	Date																				

• Incompleted forms will be rejected.
• When Specifications are not provided University Specifications may be used without giving any notice.