



**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-

Date -

*To be Completed in triplicate*

<b>User</b>	Faculty/Admin						
	Department/Branch						
	Contact Person -		Telephone No -				
<b>Funds</b>	Funds GOSL Yes <input type="checkbox"/>	Project		Vote			
	Whether the item/items requested Included in procurement Plan			* If No should get the Vice Chancellor's Approval			
	Yes <input type="checkbox"/> NO <input type="checkbox"/>						
	Budged Allocation Rs.		<b>Approved</b>				
	Used Amount So far Rs.						
	Balance Available Rs.		<b>Vice Chancellor</b>				
<b>Object</b>					Should be filled by Supplies Division		
	Description of the item/items indented to be purchased	Cost (Approximately)	Qty. Required	Qty. Already Available	Qty. Supplied	Rate	Total value
	• Specification is Attached Yes <input type="checkbox"/> No <input type="checkbox"/>						
<b>Purpose</b>	Normal <input type="checkbox"/> Fast Track <input type="checkbox"/> Urgent <input type="checkbox"/> <b>If Urgent Provide The Justification :</b>						
<b>Approval</b>	Prepared By - _____ Head Of The Department - _____ <b>Recommended/Approved</b> Date _____ Dean/Registrar/Bursar <b>Approved</b> Date _____ Registrar Date _____ Vice Chancellor						
<b>Office Use</b>	<b>Please take action to Supply</b> Date _____ Assistant Bursar (Supplies)						

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