



## UNIVERSITY OF RUHUNA - MATARA

## PURCHASE REQUISITION FORM

Supplies Branch

Tel: Extension 2115 Fax 041 2227027

E-mail: sabs@admin.ruh.ac.lk

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Form No-REQ035

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"/><br>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.