

# 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-REQ022

Date-2024-06-26

*To be Completed in triplicate*

User	Faculty/Admin	trrt
	Department/Branch	DEIE
	Contact Person	tr
	Telephone No	57

	Fund GOSL Yes	<input type="checkbox"/>	Project	<input type="checkbox"/>	Vote	<input type="checkbox"/>
Funds	Whether the item/items requested Included Procurement Plan Yes: <input type="checkbox"/> No: <input type="checkbox"/>				If No, Vice Chancellor's Approval required	
	Budget Allocation	<input type="text"/>			Approved	
	Used Amount				Vice Chancellor	
	Balance Available					

Object	Description of the item/items indented to be purchased	Cost	Qty Required	Qty Available	Qty Supplied	Rate	Total value
		yt	55	5	5		

Specification is Attached    Yes ☐    No ☐

Purpose	Normal <input checked="" type="checkbox"/> Fast Track <input type="checkbox"/> Urgent <input type="checkbox"/> If Urgent Provide The Justification:
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Approval	Prepared By:		Head Of The Department:	
	Recommended/Approved Date		Dean/Registrar/Bursar	
	Approved Date	Registrar	Date	Vice Chancellor

Office Use	Please take action to Supply Date <div style="text-align: right;">Assistant Bursar (Supplies)</div>
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- *Incompleted forms will be rejected.*
- *When Specifications are not provided University Specifications may be used without giving any notice.*