



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

User	Faculty/Admin	<input style="width:100%;" type="text"/>						
	Department/Branch	<input style="width:100%;" type="text"/>						
	Contact Person -	<input style="width:20%;" type="text"/>	Telephone No -	<input style="width:5%;" type="text"/>	<input style="width:5%;" type="text"/>	<input style="width:5%;" type="text"/>	<input style="width:5%;" type="text"/>	
Funds	Funds GOSL Yes <input type="checkbox"/>	Project	<input style="width:20%;" type="text"/>		Vote	<input style="width:20%;" type="text"/>		
	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"/>							
	Budgeted Allocation	Rs.	<input style="width:20%;" type="text"/>		Approved			
	Used Amount So far	Rs.	<input style="width:20%;" type="text"/>		Vice Chancellor			
	Balance Available	Rs.	<input style="width:20%;" type="text"/>					
Object					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"/>		
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							
	Date				Dean/Registrar/Bursar			
	Approved							
Date		Registrar		Date		Vice Chancellor		
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.