

To: DB /SAB/AB-(LS)

**PURCHASE REQUISITION FORM –IT RELATED ITEMS**

**WAYAMBA UNIVERSITY OF SRI LANKA**

FORM NO: WU/SU/01

Date	Requisition No	Faculty/ Department

Required funds are available in .....  
(Capital Grant / Recurrent Grant/ Research Grant/ other please specify)

Action Plan Reference:-

Item No	Item & Description [Please use separate forms for different categories]	Qty Required	Specifications Reference	Drawing Reference	Estimated Cost

Justification: - .....  
.....  
.....  
.....

Very important: - Filling all the cages are mandatory.

.....  
Head of Branch /Head of Dept.

.....  
Approved by Dean / Librarian/ Registrar/ Bursar

**Different Categories**

Audio Visual Equipment & Consumables    Calculators  
Electronic Equipment & Consumables    Photocopiers  
Roneo Machines    CCTV Camera Systems  
Communication Equipment    Fax Machines  
Electric and Manual Typewriters  
Computers, Computer Software and Hardware Items  
Computer Networking

**Specifications should be Recommended as follows;**

**Director/ ICT Centre (Kuliyapitiya/ Makandura)**

Audio Visual Equipment & Consumables, Calculators, Electronic Equipment & Consumables, Photocopiers, Roneo Machines, CCTV Camera Systems, Communication Equipment, Fax Machines, Electric and Manual Typewriters, Computers, Computer Software and Hardware Items, Computer Networking

Item No.	Item	Specifications
	<b>Recommendations for specifications :</b>	
	<p style="text-align: center;">Recommended / not recommended the above specifications</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p>.....</p> <p>1. Director / Computer Unit Kuliyapitiya / Makandura</p> </div> <div style="width: 45%;"> <p>.....</p> <p>2. System Engineer Kuliyapitiya / Makandura</p> </div> </div>	