

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]	Existing Qty	Requested Qty	Estimated Cost	Specifications Reference	Drawing Reference

Justification: -
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Very important: - Filling all the cages is mandatory.

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Head of Branch / Head of Dept.

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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
	Recommendations for specifications :	
	Recommended / not recommended the above specifications	
 1. Director / Computer Unit Kuliyapitiya / Makandura 2. System Engineer Kuliyapitiya / Makandura