

To: DB /SAB/AB-(LS)

PURCHASE REQUISITION FORM –NON 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

Wooden Furniture	Electrical Items
Steel Furniture	Lab Chemicals & Equipment
Fiber Furniture	Air conditioners
Polymer & Plastic Furniture	Sport Goods & Wear
MDF Furniture	Hardware Items & Others

Specifications should be Recommended as follows;		
Works Engineer	Department Head	Director/Physical Education
Wooden Furniture, Fiber Furniture, Steel Furniture, Polymer & Plastic Furniture, MDF Furniture, Hardware Items & Others, Electrical Items, Air conditioners	Lab Chemicals & Equipment	Sport Goods & Wear