



# PURCHASE REQUISITION/PR 02

University College of Matara  
690, Tangalle Road, Meddawatta, Matara

<b>Form PR 02</b>		<b>Capital Equipment Purchase Requisition Form</b>				<b>Requisition No.</b>	
<b>Division Name</b>							
<b>Funding Source</b>						<b>Date:</b>	
Number	Description of Articles	Present Stock	Quantity Required	Approx. Value	Reason for Requisition	For use of Supplies Division	
						Order Number & Date	Quantity Ordered
	<b>Total</b>						

**Request by,**

Name: .....

.....

Signature : .....

**Recommended by,**

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Division Head

Date: .....

**Approved by,**

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CEO/Director

Date:-----

**Please take action to supply**

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Assistant Bursar

Date :-----