



PURCHASE REQUISITION

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

Form PR 01

Purchase requisition for Consumable goods to the
Division

Date	Description of Articles	Quantity Required	Approx. Value	For use of Supplies Division		
Number				Order Number & Date	Quantity Supplied	Remarks
	Total					

Purpose.....
.....

If urgently required,
Reasons:.....
.....

Request by,
Name:.....

Signature:
Date :

Recommended,
Date:.....
.....
Division Head

Approved by,
Date:.....
.....
CEO/Director

Date:.....
Please take action to supply
Date:.....
Assistant Bursar