**Institute of Technology, University of Moratuwa.**

S/D – 1

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Purchase requisition for ………………………………….. | | | | | |
| **Date** |  | **Present Stock** | **Quantity Required** | **Approx**  **Cost**  **Rs.** | **Specification**  If need please attach. |
| **No.** | **Description of Articles** |
|  |  |  |  |  |  |
| **Total Amount** | |  |  |  |  |

Purpose of required:

If urgently required, reason: ……………………………………. ………………………………

Requisition Prepared by: …………………………………………. Head of the Division

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Recommended / Approved

Date: Asst. Register/ Senior Asst. Bursar

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Approved

Date Director/Deputy Registrar/ITUM

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Please take action to supply

Date: Senior Assistant Bursar/ ITUM

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For office use only