**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

----------------------------------------------------------------------------------------------------------------------------------------------

Recommended / Approved

Date: Asst. Register/ Senior Asst. Bursar

----------------------------------------------------------------------------------------------------------------------------------------------

Approved

Date Director/Deputy Registrar/ITUM

----------------------------------------------------------------------------------------------------------------------------------------------

Please take action to supply

Date: Senior Assistant Bursar/ ITUM

………………………………………………………………………………………………………………………………………………………………………

For office use only