

To: DB /SAB/AB-(LS)

**PURCHASE REQUISITION FORM –NON IT RELATED ITEMS**  
**WAYAMBA UNIVERSITY OF SRI LANKA**

FORM NO: WU/SU/01

<b>Date</b>	<b>Requisition No</b>	<b>Faculty/ Department</b>

**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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.....  
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**Very important: - Filling all the cages is mandatory.**

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**Head of Branch / Head of Dept.****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   |

<b>Specifications should be Recommended as follows;</b>		
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