



SOUTH EASTERN UNIVERSITY OF SRI LANKA
GATE PASS (RETURNABLE ITEMS)

Dept. Copy	
Admin Copy	
Gate Copy	

Please Mark (X)

Name			
Designation			
Department			
Where the items are sent to (address)			
Reason			
SN	Item Description	Serial No. / Inventory No.	Qty
1.			
2.			
3.			
4.			
5.			

(If the space provided is inadequate, use the extra space provided overleaf)

.....
Date

.....
Signature of the Applicant

Checked and Noted

Approved

.....
Department Inventory Clerk

.....
Head of the Department

Necessary records were made and items were released

.....
Security Officer

.....
Chief Security Officer

The items have been returned on :

Name of the Officer who returned the item :

Signature of the Officer who returned the item :

.....
Security Officer

.....
Chief Security Officer

SN	Item Description	Serial No.	Qty
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

GENERAL INSTRUCTIONS

- a. No any articles / goods of the University can be transferred through the main gate without submitting this Gate Pass to the University security.
- b. Any items on its return to South Eastern University of Sri Lanka should be entered in this form which will be available at the Security Officer, Main Gate and duly signed by the officer who returned the item to the University.
- c. **Three copies** of the Gate Pass should be prepared. One copy should be retained by the **Originating Department**, one copy has to be sent to the **Administration Division**, and the other copy has to be handed over to the **Security Gate**.