

Serial No: PRN/ / /

CAPITAL ITEM

SOUTH EASTERN UNIVERSITY OF SRI LANKA
PURCHASE REQUISITION NOTE - CAPITAL ITEM

Requisitioning Dept. / Branch: :
:

Reference No :
Date :

Please purchase and supply the following item.

S. No	Items with specification	Aprox Price per Unit Rs.	Receiving during the Year	Available	Quantity Requisitioned	Justification

Prepared By:.....
(Name and Designation)

For the use of Supplies Division

Requisitioning Officer:
(Head of the Department)
Included our Procurement Plan

Signature:

Designation:
(Official seal)

Recommended / Not Recommended

.....

Vice Chancellor / Registrar / Dean / Bursar / Librarian

APPROVED / NOT APPROVED
Supplies Committee

Meeting held on:

Chairman :
Registrar

Member :
Dean

Member :
Bursar

Note: 1. Use separate PRN for Consumable, Equipment and Furniture Item.
2. Request not submitted in this format shall be rejected

Office Use:
Ledger No:..... File No: SEU/SS/CAP/...../...../20...../.....
Subject Clerk:..... Quotation No: SEU/SS/CAP/20...../.....