**REQUEST FOR PROCUREMENT OF GOODS/SERVICES**

**FACULTY OF ENGINEERING**

**Please submit this form to SAB/Engineering with details of the items to be purchased or services to be obtained.**

|  |  |
| --- | --- |
| **Department/Centre/Unit** |  |
| Source of Funds  (Please tick) | Recurrent/Capital  University Research  Postgraduate  (pl specify)……………………………………………………………………  Other |
| Budget allocation as per approved budget (if any) |  |

Details of goods/services to be purchased and supply (Use additional page, if required)

|  |  |  |
| --- | --- | --- |
| Goods/Services | Specifications | Quantity |
|  |  |  |

Submitted for calling quotation and utilizations of funds from the proposed category above

………………………………… ………………………………

**Head/Dept./Unit/Centre** Date

**Funds:** Available/Not available Vote:

………………………………… ………………………………

**Snr Asst. Bursar** Date

Recommended/Not recommended for the approval of the Vice Chancellor

…………………………………………….. ………………………………

**Dean**/Faculty of Engineering Date

Approved/Not Approved

……………………………………………………………… ………………………………

**Vice-chancellor/** University of Peradeniya Date