**Higher Education for the Twenty –First Century**

**(HETC) Project**

***Operational Technical Secretariat***

***University of Colombo, P.O. Box 1490, Cumaratunga Munidasa Mawatha, Colombo 03, Sri Lanka.***

Tel: 2595953, 2581835-ext 8034 Fax: 2595953 E-mail: hetc.colombo@gmail.com





**Order Form**

 **Order No. : …………………….**

 **Date : ……………………**

…………………………..

…………………………..

…………………………..

Please supply the following Goods to the following members on or before **……………..** and submit your invoice indicating our order number.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Description of Items | **Qty**  | **Rate****(Rs.)** | **Total Amount****(Rs.)** |
| 1. | (Item with Specification)Model – ………….…….. % VAT Warranty - 3 Years  |  |  |  |
| **Total Amount** |  |

Ref. your quotation dated …………………..

**Place of Delivery & installation: –** Faculty of ………….. - ………….. No.

|  |
| --- |
|  |

Deputy Director Procurement

**CC :** 1. Director/OTS - 011 2595953

 2. (Faculty Contact Person) - Faculty of ………………….

 3. Payment Copy

 4. DD – Finance

 5. Office Copy

 CC : Finance Manager, HETC Project, Ministry of Higher Education

Thank you

Yours Sincerely

Prof. Thusitha Abeytunga

Director OTS