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

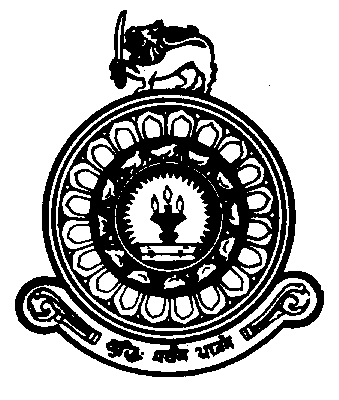
**(HETC) Project**

***Operational Technical Secretariat***

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**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