Request for project approval **SD IV**

(Individual SD IV form should be submitted for each product)

University of Moratuwa

Approval Form

Assembling & Commissioning of Capital Equipment (Internally)

|  |  |
| --- | --- |
| **Description of Article**  **Capital Product with Specification** | **Market Price** |
|  |  |

**Prepared by**

Signature : ……………………………………………………………

Name : ………………………………………………………………..

**Officer Incharge of the Project**

Signature : …………………………………………………………..

Name : ………………………………………………………………..

Department : ……………………………………………………...

Date : ……………………….

|  |  |
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| **Requesting Departments** | |
| **Dept.** | **Nos** |
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| --- | --- | --- | --- |
| **Estimated Expenditure** | | | |
| **S/No** | **Materials Required** | **Quantity** | **Approx. Value** |
| 1. (a) |  |  |  |
| (b) |  |  |  |
| (c) |  |  |  |
| (d) |  |  |  |
| (e) |  |  |  |
| (f) |  |  |  |
| (g) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 2. | Workshop Cost | |  |
| 3. | Staff Cost/ Honorarium | |  |
| 4. | Overhead Cost | |  |
| **Total Cost** | | |  |
|  |

|  |  |
| --- | --- |
| No of units to be Produced |  |

|  |  |
| --- | --- |
| Recommended  Signature : ……………………..  Head  Dept. of : ……………………….. | Availability of Fund  confirmed/Not confirmed  …………………………  SAB (Supplies) |

To be Complerted in Triplication

1st copy - Senior Assistant Bursar

2nd copy - Office Incharge of the Project

3rd copy - Depatment/s requsting the product

|  |  |
| --- | --- |
| Recommended  …………………………… ……………………………  Dean Registrar  Faculty of ………………………………………. | Approved  ……………………………………………………………….  Vice Chancellor |