

**Items Requisition Form**  
**National Glassblowing Center**  
Faculty of Science – University of Kelaniya

**(Important Note: Glassware handed over for repairing must be cleaned well. Uncleaned glassware are not accepted for repairing. For repairing, all the broken usable parts must be handed over to the center)**

No	Item Description	Quantity Needed	Required Date	Quantity Issued

**1) Purpose of the Request**

- Undergraduate Teaching
- Undergraduate Research
- Postgraduate Research
- Official


**Drawing of item**

**(with correct dimensions) :**

**2) Requested by:**

Name : .....

Designation : .....

Contact No : .....

Address :

Signature : .....

Date : .....

**3) Recommended by :**

Name : .....

Signature : .....

**4) Approved by: .....**

Dean/Director

National Glassblowing Center, Faculty of Science, UOK

**For Office Use**

Total cost of the request : .....

Signature of the Glassblower / Lab Attendant : ..... Date : .....