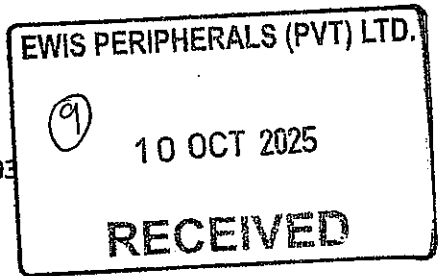


**UNIVERSITY OF COLOMBO**

No. 94, Cumaratunga Munidasa Mawatha, Colombo 03
TP 011-2581835, 011-2584695, 011-2585509

Purchase Order

Supplier Name : EWIS Peripherals (PVT) Ltd.
No: 142, Yathama Building
Galle Rd, Colombo 03
Contact No. 011-2496000/077-39511

PO No. : UOC202501516
PO Date : 08-Oct-2025
Delivery Date : 29-Oct-2025
Faculty : Supplies Branch - CH

ORDER FOR Supply & Delivery of Toners

This has reference with your Quotation No - **SUP/S11/2025/448 Supply & Delivery of Toners**

Please supply the following items to **Main Stores** and submit your Invoice in duplicate, indicating the relevant purchase order number.

Please see the conditions and instructions below.

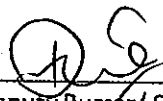
1. If you are **unable** to supply, please **inform the undersigned immediately**.
2. Goods which do not conform to the specifications/drawings/details stated in the purchase order will not be accepted.
3. Goods will be accepted on any working day between 8.00 am to 12.00 pm or between 1.00 pm to 3.00 pm by the assigned delivery destination/s.
4. Goods must delivered on or before the delivery date stated in the purchase order and late deliveries in full or part will be subjected to the liquidated damages 0.05%-1% of the contract value per day/per week up to the maximum of 10%.
5. An **acknowledgement** of the goods supplied should be obtained from the receiving officer; the University will not be responsible if the supplier fails to obtain such acknowledgement. Handover the duplicate invoice copy to the relevant finance division.

No	Item No.	Description	UOM	Qty.	Unit Rate	Amount (SLR)
1	01	Lexmark E360DN Drum Unit Lexmark E260,E360,E46x,X264x,X36x, X46x photoconductor kit Part NO: E260X22G (Copy Yield 30,000 Pgs) CPP - 1.02 Accounts Division - FIM	Nos	1.00	26,000.00	26,000.00

Sub Total : 26,000.00
VAT 18% : 4,680.00
Grand Total (SLR) : 30,680.00

Delivery Address : Main Stores
University of Colombo
Colombo 03

Contact


Deputy Bursar/ Senior Asst. Bursar
/Asst. Bursar

Copies:

1. Head of the Department: to send the certified invoice within one week of the receipt of the goods along with the Inventory and Fixed Assets Register Certificate where applicable.
2. Payment Voucher
3. Store Keeper
4. Office Copy