

Format for raising requisition to purchase books / journals / e-resources in the library

REQUISITION FORM FOR THE LIBRARY – E-Resources

Please route this Performa as: Requisitioner – Dean/HOD – Central Library

Sr. No.	E Resources	Periodicity	Publisher / ISBN	Approx cost as filled by Requisitioned	In case of renewal kindly write last subscription price	Program name	Print/ Online	UGC/PCI approved Yes/No.	Remarks
1		For one year					Online		
				Grand Total					

Reviewed by Dean/HOD: _____

Full Signature: _____

Date: _____

Requisition By: Name: _____

Full Signature: _____

Date: _____

Mobile Number _____

For Office Use only (Library)

Department Library

Date

Central Library

Date

Chairman Library Committee _____ Date: _____

Note: Central library will raise online Indent for further approval and PO