



**LEARNING RESOURCE CENTRE
REQUISITION FORM FOR BOOKS & AV MATERIALS**

Requestor's Details

Requestor's Name: _____ E-mail: _____

Programme/ School/ Dept.: _____ Subject Code: _____

No. of Students _____ Tel. Ext.: _____

Basic Text Recommended Reading Research Supplementary

Item Details

Title: _____

Author: _____

Publisher: _____ ISBN: _____

Year: _____ Ed.: _____ No. of Copies: _____

Signature: _____ Date Submit: _____

Note: Please attach listing if you have more than one item in one request form.

Office Use

1. Date Received: _____
2. Requisition No.: _____
3. Supplier: _____
4. Quotation: _____
5. Purchase Order No.: _____