

## Requisition Form

<b>Issuing Department:</b>	<b>Issue Date:</b>	<b>Expected Delivery Date:</b>
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Sl. No.	Title & Edition	Author/Editor	Publisher/ ISBN	Course Code	Qty	Rate (Approx)	Amount (Approx)	Current Stock (if any)	Remarks (Text/Reference)
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
<b>Total</b>									

**Expected delivery lead times:** 1) General local books: 10-15 days, 2) Indian books: 45-60 days, 3) USA/UK/Singapore books: 3 months from work order.

Req. Raised By \_\_\_\_\_  
Name Signature & Date:

\_\_\_\_\_  
Head of Dept.