



## Library Reading Materials Requisition Form

<b>Issuing Department:</b>		<b>Issue Date:</b>			<b>Expected Delivery Date:</b>				
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.