



# COMSATS University Islamabad, Vehari Campus

## Library Information Services

Subject:

### REQUEST FOR BOOK (S) PURCHASE

Please acquire the following Book (s) for the library

Cont. # CIIT-VHR/LIB/BP/01

Sr. #	*Title of Book (s)	*Author	ISBN / Edition	*Quantity Required	Estimated Cost (Rs)
01					
02					
03					
04					
05					
06					
07					
08					
09					
10					

\*Necessary

Suggested By: -----

Designation: -----

Department: -----

e-Mail: -----

Signature: ----- Date: -----

Recommended By HoD: -----

### **FOR OFFICE USE ONLY**

Book Available at: -----

Copies: -----

Assistant Librarian / Library Incharge -----

Submitted for approval please.

Approved / Not Approved

DIRECTOR

## Order

<b>Vender</b>	<b>Dated</b>	<b>No. of Books</b>	<b>Delivery Date</b>	<b>Mail to concerned</b>	<b>Signature</b>

## Follow-up

<b>Vender</b>	<b>Dated</b>	<b>Delivery Date</b>	<b>Mail to concerned</b>	<b>Signature</b>

## Books Received

<b>Venders</b>	<b>Dated</b>	<b>No. of Books</b>	<b>Bill</b>	<b>Mail to Concerned</b>	<b>Signature</b>

## Submitted to Assistant Treasurer for Payment.

<b>Vender</b>	<b>No. of Books</b>	<b>Cost in Rs.</b>