



Forman Christian College – A Chartered University

The Ewing Memorial Library

Request for Purchase of library Books

Date _____

Requester Name _____

Department: _____ Course Name & no. _____

If single Book: Author/ Title _____

Edition: _____ Publisher: _____ Year : _____

Price: _____ No. of Copies: _____ Total cost: _____

If a List is attached: NO. of Books _____ Total Cost: _____

Deadline Date(if any): _____ Requestor's Signature: _____

Budget recommendation of purchase _____ USAID _____ FC
College If USAID, please verify that the request adheres to guidelines.

Approved _____

Signature – Head of the Department

Stamp
