



Application for Acquisition of Reference Materials

(20 / 20)

Section A Details of Books / Other materials (please Specify) required					* No. of copies		Section B Details of Usage of the Materials		
Author	Title and ISBN	Publisher	Year	Price	For Teachers' Own Use	To be Kept in Library	Subject/Course	No. of Students	Duration of the Course
Total									

Programme : _____ Name of Staff : _____

Signature : _____ Date : _____

Endorsed by : _____ Date : _____
(Department Head)

Approved by : _____ Date : _____
(President)

*Please specify number of copies that you want to acquire

Remarks: _____