



FORE SCHOOL OF MANAGEMENT

From : Librarian

To : Director

Date :

Sub : Text Books for Distribution to Students : Requisition and Approval Form

Term: _____

Ref: FMG/IMG/WMG _____

AY : 2012-13

1	2	3	4	5	6	7	8	9
Sr.	Course & Faculty	Title, Author & Pub.	Total registration	Books Qty	List price	Dis %	Price	Amount
1.								
2.								
3.								
4.								
(_____)								

Note :- Column no. 2, 3 & 4 will be filled by the Faculty / Academic Division and column no. 5, 6, 7, 8 & 9 will be filled by the Library.

The title mentioned on sr. no. ____ and ____ exceeds ` _____ and ` _____ per copy than the approved budget, i.e., `400/ and will incur an additional expenditure of ` _____ for _____ copies. After including an additional expenditure to procure the above books, an approval of ` _____/- may please be accorded.

Recommended by Chairman-PGP
Submitted please.

Librarian