



FORE SCHOOL OF MANAGEMENT

From : Librarian _____

To : Director _____

Date : _____

Sub : FSM Library - Requisition and Approval Form for Reference / Other Documents.

Title						
Author						
Publisher						
Edition						
1	2	3	4	5	6	7
Required Qty.*	Library Holding	Qty Ordered	List price	Dis %	Price (Rs.)	Amount (Rs.)
Pl. Specify the Relevance						

Note: Document details and column no. 1 will be filled by the Faculty and rest will be filled by the Library.
*Library will procure not more than two copies of Reference / other documents; not more than five copies of Text Books as a reference. Further, library holding will be minus from the required quantity.

Signature of the Faculty _____

Area of the Faculty _____

To procure the above document/s, a sanction of Rs. _____ may please be accorded.
Submitted for approval please.

Librarian