

RESOURCE REQUEST FORM

Part A: Bibliographical information

(To be filled in block letter by the resource requester)

Author(s): _____

Title: _____

Edition: _____ Publisher & Place: _____

Year: _____ ISBN: _____ Format: Paper back/Hard bound/E-Book _____

Price (if known): _____ FJD/USD/GBP _____ No. of Copies Requested: _____

(Please, suggest an alternative title if the price of the above-mentioned title is very high)

Author(s): _____

Title: _____

Edition: _____ Publisher & Place: _____

Year: _____ ISBN: _____ Price: _____ (FJD/USD/GBP)

Part B: Requester information

Name of Staff: _____ Signature & Date: _____

Program Course Code: _____ Program/Course: _____

College/Centre: _____ School/Department: _____

Campus: _____ Official E-mail: _____

Part C: To be authorized by Dean/Director

Approval is granted for procuring the above item/s from the College/Centre/Division budget.

Signature of the Dean/Director & Date: _____

College/Centre: CAFF/CBHTS/CHE/CETVET/CMNHS/NTPC/FMA/Centres/ Support Services

College Code: _____ Department Code: _____

Comments: _____

Part D: To be filled by the Technical Staff

Approved/Not approved due to _____

Campus Librarian's initial _____

Date received: _____ Date processed: _____

Name of Vendor: _____ Amount in Fiji Dollars: _____

No. of copies ordered: _____ Comments: _____

Item received date: _____ No. of copies received: _____

Date informed the requester: _____ Technical Section staff initial: _____

The completed form(s) are to be emailed to the email address below: Email: acquisition@fnu.ac.fj