



# COMSATS Institute of Information Technology

## Library Information Services

Subject: **REQUEST FOR BOOK (S) PURCHASE FOR CIIT LAHORE LIBRARY**

Please acquire the following Book (s) for the library.

Sr. #	*Title of Book (s)	*Author	Text/ Ref	ISBN / Edition	*Quantity Required	Estimated Cost (Rs)
01						
02						
03						
04						
05						

Use extra sheet for more books

Requested by: ----- Designation: ----- Department: -----

eMail: -----@ciitlahore.edu.pk Cell #: ----- Signature: -----

Recommended

Not-Recommended

\_\_\_\_\_  
**Head of Department)**

### For office use only

Book Available at: ----- Total Books: ----- Total Cost in Rs.: -----

Existing Budget: ----- Remaining Budget (If approve the above cost):-----

**Acquisition Incharge**

Approved / Recommended by **Library Incharge**

\_\_\_\_\_  
(Can approve up to 500/ for each book, 10 books in a month)

Approved / Recommended by **Convener Library Affairs:**

\_\_\_\_\_  
(Can approve, up to 1000/= for each book, 10 books in a month)

Recommended  Not Recommended

\_\_\_\_\_  
Additional Treasurer

Approved  Not Approved

\_\_\_\_\_  
**Director, CIIT Lahore**

\*\*\*\*\*