

**REQUISITION FORM FOR ELECTRONIC DATABASE SUBSCRIPTION**

Ref. No.: \_\_\_\_\_

**REQUEST DETAILS**

Requestor: \_\_\_\_\_ Faculty/ Prog./ Dept.: \_\_\_\_\_

Name of Database: \_\_\_\_\_

Publisher: \_\_\_\_\_ Accompanying Database(s): \_\_\_\_\_

Subscription per annum: \_\_\_\_\_ Year/Period of subscription: \_\_\_\_\_

**JUSTIFICATION**

 Purpose: \_\_\_\_\_  
 \_\_\_\_\_

Expected Number of Users: \_\_\_\_\_

 Level of Use:  Post Graduate  Undergraduate  Pre-U

**APPROVALS**

 \_\_\_\_\_  
**DOS/DOP/HOD**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

 Remarks: \_\_\_\_\_  
 \_\_\_\_\_

 \_\_\_\_\_  
**Chief Librarian**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

 Remarks: \_\_\_\_\_  
 \_\_\_\_\_

**Approval by Sunway Library Committee:**

Date Approved: \_\_\_\_\_

**APPROVAL VIA E-PROCUREMENT SYSTEM (EPS)**

 Remarks: \_\_\_\_\_  
 \_\_\_\_\_

EPS P.O. No: \_\_\_\_\_

Date: \_\_\_\_\_

Note to Finance Department (if any) : \_\_\_\_\_