

<b>REQUISITION FORM FOR JOURNAL SUBSCRIPTION</b>					Ref. No.:
<b>REQUEST DETAILS</b>					
Requestor's Name: _____					
Faculty /Prog./ Dept.: _____ Commencement date of course: _____					
No.	ISSN	Title	Publisher	Frequency	Subscription Period
1.					
Preferred Format: <input type="checkbox"/> Print <input type="checkbox"/> Online <input type="checkbox"/> Print & Online					
<b>JUSTIFICATION</b>					
Purpose: _____					
Level of Use: <input type="checkbox"/> Post Graduate <input type="checkbox"/> Undergraduate <input type="checkbox"/> Pre-U					
Expected Number of Users: _____					
<b>APPROVALS</b>					
<p style="text-align: center;">_____</p> <p style="text-align: center;"><b>DOS/DOP/HOD</b></p> <p>Name: _____</p> <p>Date: _____</p> <p>Remarks: _____</p>			<p style="text-align: center;">_____</p> <p style="text-align: center;"><b>Chief Librarian</b></p> <p>Name: _____</p> <p>Date: _____</p> <p>Remarks: _____</p>		
<b>Approval by Sun-U Library Committee:</b>					
Date Approved: _____					
<b>APPROVAL VIA E-PROCUREMENT SYSTEM (EPS)</b>				Remarks: _____	
EPS P.O. No: _____				_____	
Date: _____				_____	
<b>Notes:</b>					
<i>"The Library reserves the right to refuse to accept a request if, in its judgment, fulfillment of the request would involve violation of the Printing Presses and Publications Act 1984 (Act 301)"</i>					