

Library Purchase Request Form

(This form is not required in order to request material purchases. It is provided for your convenience and lists the information that may be needed to assure the correct item is procured. Requests will be accepted in other formats such as email, Excel file lists, catalogs, brochures, etc. Please note, purchase requests require your Department Chair's signature.)

Date of Request: _____

Title: _____

Author: _____ ISBN: _____

Edition/Series: _____ Volumes: _____

Publisher: _____ Year: _____

List Price: _____ Format: _____ Number of Copies: _____

Recommended By: _____

Department Chair Approval: _____

Signature

(Complete, print and mail this form to the RFK Library - remember to get your department chair's signature of approval.)