**INDIAN INSTITUTE OF MANAGEMENT BODH GAYA LIBRARY**

**PURCHASE REQUEST FORM FOR BOOKS**

Kindly arrange to procure the following book(s) for the library

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl. No.** | **Title** | **Author(s)/****Editor(s)** | **Publisher** | **Edition** | **Year** | **ISBN** | **No. of copies** | **Price** | **Print/****Online** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |

Justification for recommendation:

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Recommended/ Suggested by:

Name……………………………………......................

Signature……………………………… Date……………

Designation…………………………........................

Name & Signature of concerned Faculty/HOD (For student/Staff only) …………………………………

|  |
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| **For Library only** |

Remarks of Library (status of Book-Duplicate/Availability etc.) ……………………………………………

Library Staff (Librarian/AL/SLIA) ...........................

Library Chairperson……....................................

Approval of Director