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**MATERIALS REQUISITION FORM**

Reference No:

<b>NAME</b>				<b>DEPARTMENT</b>	
<b>PROGRAMME</b>				<b>ID NUMBER</b>	
<b>SUBJECT CODE</b>				<b>DATE</b>	
<b>PLEASE TICK</b>	<input type="checkbox"/>	<b>BOOKS</b>	<input type="checkbox"/>	<b>MAGAZINE/JOURNAL</b>	<input type="checkbox"/>
				<b>DVD/CD-ROM</b>	<input type="checkbox"/>

ISBN	TITLE	AUTHOR	EDITION	YEAR	QTY

\*Note: Any incomplete details of books description will not be entertained. Books recommended are related to the subject offered by the university or MQA standard and for the lecturer/student use.

CATEGORY MATERIAL REQUEST			
GENERAL READING	TEXTBOOKS	REFERENCE	REDSHOT
RECOMMENDED BY	VERIFIED BY	APPROVAL BY	CHECKED BY
<b>Name:</b>	<b>Name:</b>	<b>Name:</b>	<b>Name:</b>
<b>Date:</b>	<b>Date:</b>	<b>Date:</b>	<b>Date:</b>
<b>Requestor</b>	<b>Head of Department / Dean of School (HOD)</b>	<b>Deputy Vice Chancellor / Vice Chancellor</b>	<b>Librarian</b>

