



# Bait al Hikmah The Hamdard Library

Hamdard University Central Library

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## Request for Purchase of library Books

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Date \_\_\_\_\_

Requester Name \_\_\_\_\_

Department: \_\_\_\_\_ Course Name & no. \_\_\_\_\_

If single Book: Author/ Title \_\_\_\_\_

Edition: \_\_\_\_\_ Publisher: \_\_\_\_\_ Year : \_\_\_\_\_

Price: \_\_\_\_\_ No. of Copies: \_\_\_\_\_ Total cost: \_\_\_\_\_

If a List is attached: NO. of Books \_\_\_\_\_ Total Cost: \_\_\_\_\_

Deadline Date(if any): \_\_\_\_\_ Requestor's Signature: \_\_\_\_\_

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Budget recommendation of purchase \_\_\_\_\_ USAID \_\_\_\_\_ FC  
College If USAID, please verify that the request adheres to guidelines.

Approved \_\_\_\_\_

Signature – Head of the Department

Stamp

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