## CENTRAL LIBRARY, UKA TARSADIA UNIVERSITY Requistion Form

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## Note:

(Library Committee Head)

**Department/Institution** 

1. All fields (Title, author, Publishers, Quantity) of Requisition form are mandatory.

(H.O.D.)

2. Rs1000.00 or upper cost each book is not permitted for the direct purchase order it will be purchase after approval of Library committee although final decision for the purchase of will be higher authority.

(Director)

 $3. \ If \ Price \ of \ single \ book \ is \ Rs5000.00 \ or \ more \ then \ five \ thousand \ then \ prior \ permission \ of \ provost \ is \ required.$