

# Faculty/Staff Request Form

Requested by: \_\_\_\_\_

Date of Request: \_\_\_\_\_ Faculty Staff

## Material Requested:

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher/Vendor: \_\_\_\_\_

Edition/Year Published: \_\_\_\_\_ Price: \_\_\_\_\_

\_\_\_\_\_

## Acquisitions Staff Only

Date Ordered: \_\_\_\_\_ Date Received: \_\_\_\_\_

Date Delivered: \_\_\_\_\_ Billed P-Card

PO # \_\_\_\_\_ Librarian Initials: \_\_\_\_\_