



UTS ACADEMIC RESOURCE CENTRE (ARC)
ARC MATERIAL PURCHASE REQUISITION FORM

UTS-ARC-P01-MPR

PR NO. _____

Suggestions for new items are welcome. Request will be made with consideration for teaching, readership, research support and availability of funds.

Please contact Mdm. Adjibah (adjibah@uts.edu.my) (ext. 383) for acquisition support and purchasing options.

Note : All fields with the asterisk (*) are required.

Full Name : *	<input type="text"/>		
(Capital letter)			
Phone / Extension No. *	<input type="text"/>	School / Department : *	<input type="text"/>
E-mail : *	<input type="text"/>	Matric No./Staff No. : *	<input type="text"/>
Requestor (please tick [/]): *			
() Academic Staff	() Administration Staff	() Student	() Others (please specify) <input type="text"/>

Requested Items *						
No.	Author	Title	ISBN/ISSN	Year	Publisher	Qty
1						

*Please attach a separate sheet if necessary

About your request *
<p>Purpose of your request () Textbook () Essential reading () Supplementary reading () Collection enhancement</p> <p>*If textbook, please attach with your book references.</p>

Requested by :

Recommended by :

_____ (DVC/Dean/HOP/HOD)

Name :

Name :

Position :

Position :

Date :

Date :

For Library Use	
<p>Available in the library / Listed in library order list. () Yes () No</p> <p>If YES (please specify the number of books) <input type="text"/> Item No : _____</p> <p>Checked by : _____ Date : _____ Signature</p> <p>Name :</p> <p>Status book :</p>	<p>Recommendation (Tick /)</p> <p>Accepted : ()</p> <p>Rejected : ()</p> <p>Ordered with : _____</p>

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