

**Shrimati Hansa Mehta Library (University Library)
The Maharaja Sayajirao University of Baroda
Books Purchase Recommendation Form**

Department : _____ Vendor's Name : _____ Date : _____
Faculty : _____

Priority No.	Author	Title	Edition/Year of Publ.	Publisher Name	Price	No. of copies
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

For Library Use Only	
Receipt & Verification	
Received on :	
Verification of Records	
By	On
Budget Head	
Whether sufficient balance is available ?	
Yes	No
Action Taken	
Referred back letter No. :	
Date :	
Reason :	
Order No. :	
Date :	
Vendor :	
Head, Order Section	

- The above titles may be acquired, if not duplicated / even if duplicated
- The expenditure may be charged from the sanctioned grant under the budget head for (Please tick appropriate head)

UGC	Revenue	DSA	DRS	SAP		
Any other, pl. specify						

Name & Signature of the recommending teacher

Stamp & Signature of the Head of the Department