

REQUEST FOR PURCHASE (BOOK/JOURNAL) WORKSHEET		DATE:
TO: ACADEMIC LIBRARY		FROM: (Office symbol/Phone number)
TITLE OF BOOK/JOURNAL		ISBN/ISSN
NAME OF AUTHOR:		
NAME OF PUBLISHER:		ADDRESS OF PUBLISHER : PHONE NO.
EDITION:	DATE:	PRICE: NUMBER OF COPIES REQUESTED:
IS PUBLICATION MISSION ESSENTIAL: <input type="checkbox"/> YES <input type="checkbox"/> NO		PUBLICATION WILL BE USED BY: <input type="checkbox"/> STAFF <input type="checkbox"/> STUDENTS <input type="checkbox"/> BOTH
PUBLICATION IS NEEDED TO SUPPORT(Name of course, number, etc):		DOES THE LIBRARY HAVE A SIMILAR UP-TO DATE SUBSTITUTE: <input type="checkbox"/> YES <input type="checkbox"/> NO
IF MULTIPLE COPIES ARE REQUESTED, STATE WHY MORE THAN ONE COPY IS REQUIRED:		
PROPOSED LOCATION OF PUBLICATION: <input type="checkbox"/> LIBRARY STACKS <input type="checkbox"/> OFFICE COLLECTION		IF OFFICE COLLECTION, GIVE LOCATION(Building/Room Number) :
REMARKS:		
NAME/GRADE/TITLE OF REQUESTOR:	NAME OF DEPARTMENT/DIVISION:	SIGNATURE OF REQUESTOR:
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	NAME/GRADE/TITLE OF COMMANDER:	SIGNATURE OF COMMANDER:

**Download any U.S. FedForm (free, fillable, savable in Adobe Reader)!
Start with the "Flash Demo" at the top of the following page:
www.usa-federal-forms.com**

**Convert any fillable PDF form to savable (locally, in Adobe Reader):
www.savePDF.com**

**Convert any document (in any format) to PDF fillable and savable:
www.FillinDocs.com**

**All (10's of 1,000's) U.S. Federal Forms already fillable, savable:
www.usa-federal-forms.com**

About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).