



**Instruction:** Fill in all the relevant information with **CAPITAL LETTERS** in the boxes provided

**ACQUISITION FORM**

**REQUESTOR DETAILS:**

NAME:

STAFF ID: 



 DEPARTMENT:

EMAIL ADDRESS: 



 HP:

**COURSE DETAILS:**

COURSE CODE:

COURSE TITLE:

EXPECTED NO. OF STUDENT:

**ITEM DETAILS:**

ITEM TITLE:

AUTHOR:

ISBN/ISBD: 



 YEAR:

PUBLISHER: 



 EDITION:

PRICE: 



 QUANTITY:

**ADDITIONAL INFO:**



**REQUESTED BY:**

\_\_\_\_\_

( \_\_\_\_\_ )

DATE: \_\_\_\_\_

**APPROVED BY:**

*(Dean's or Dceo's)*

\_\_\_\_\_

( \_\_\_\_\_ )

DATE: \_\_\_\_\_

**FOR OFFICE USE:**

**RECEIVED BY:**

\_\_\_\_\_

STAFF ID: \_\_\_\_\_

DATE: \_\_\_\_\_

**APPROVED BY:**

APPROVED/ NOT APPROVED: \_\_\_\_\_

STAFF ID: \_\_\_\_\_

DATE: \_\_\_\_\_

**REMARKS:**