

*Martin Community College Library*

# **PURCHASE REQUEST FORM**

**FOR INTERNAL USE**

Refer to:

- Humanities
- Sciences
- Social Sciences
- Elementary Education
- Pre-Bus. Administration
- Pre-Social Work
- General Education
- Accounting
- AC/Heating/Refrigeration
- Automotive Systems Technology
- Biotechnology
- Business Administration
- Commercial Refrigeration
- Computer Information Technology
- Cosmetology
- Early Childhood Education
- Electrical/Electronic Technology
- Equine Technology
- General Occupational Technology
- Industrial Systems Technology
- Medical Assisting
- Medical Office Administration
- Office Systems Technology
- Physical Therapy
- Web Technologies
- Carpentry
- Special Collections

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

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

Publisher: \_\_\_\_\_

Publication date: \_\_\_\_\_ Price: \_\_\_\_\_

Format:      Print      Non-Print      Electronic

This suggestion will be considered for purchase by the library. If you wish to be informed of the action taken, please supply your name and address.

Requestor: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

*Please place this form in the hanging file folder located on the door of the library director's office.*

Additional Information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ordered

Not ordered because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_