

# ITHEMBA LABS GAUTENG LIBRARY & INFORMATION SERVICES REQUEST FOR ORDER

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

AUTHOR/S: \_\_\_\_\_  
\_\_\_\_\_

TITLE: \_\_\_\_\_  
\_\_\_\_\_

PUBLISHER: \_\_\_\_\_

ED: \_\_\_\_\_ VOL: \_\_\_\_\_ YEAR: \_\_\_\_\_ REPORT NO: \_\_\_\_\_

ISBN / ISSN: \_\_\_\_\_ NO OF COPIES: \_\_\_\_\_ PRICE: \_\_\_\_\_

PRIVATE ORDER:  OFFICIAL ORDER  COST CENTRE: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_ STAFF NO: \_\_\_\_\_

DIVISION/GROUP HEAD: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
(Please print name)

\*\*\*\*\*PLEASE ATTACH BLURBS OR PUBLISHERS NOTICES \*\*\*\*\*

## FOR LIBRARY USE ONLY

VERIFIED: TLABS LIBRARY: \_\_\_\_\_ ON ORDER FILE: \_\_\_\_\_

OTHER: \_\_\_\_\_  
\_\_\_\_\_

VENDOR: \_\_\_\_\_ ORDER NO: \_\_\_\_\_

ORDER FORM: \_\_\_\_\_ ORDER DATE: \_\_\_\_\_

SYSTEM INPUT: \_\_\_\_\_ PRICECOMM: \_\_\_\_\_

ONLINE ORDER: \_\_\_\_\_ FAX ORDER: \_\_\_\_\_

RECEIVED: \_\_\_\_\_ PRICE PAID: \_\_\_\_\_

ACCESSIONED: \_\_\_\_\_ ACC NO: \_\_\_\_\_

CLASS: \_\_\_\_\_ CAT: \_\_\_\_\_

SYSTEM INPUT: \_\_\_\_\_ CHECKED: \_\_\_\_\_ PRINT LABELS/CARDS: \_\_\_\_\_

ISSUED: \_\_\_\_\_ NOTICE BOARD: \_\_\_\_\_ E-MAIL NOTIFICATION: \_\_\_\_\_