

KENYA FORESTRY RESEARCH INSTITUTE		
TITLE: FOREST RESEARCH SUPPORT SERVICES PROCEDURES MANUAL	REF: KEFRI/SOP/FRSS/13	ISSUE DATE: 12/11/2021

KEFRI/F/LIB/08



LIBRARY INFORMATION MATERIAL PURCHASE REQUEST FORM

(Fields/sections marked with an \* are required & please fill a copy for each title requested)

USER DETAILS\*

Name:\_\_\_\_\_

Staff No\_\_\_\_\_

Designation:\_\_\_\_\_

Sign:\_\_\_\_\_

Department:\_\_\_\_\_

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

Email:\_\_\_\_\_

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

INFORMATION RESOURCE DETAILS

a) Title(s)\*: \_\_\_\_\_

\_\_\_\_\_

b) Author (s)\*:(if there are more than one author please list them all)

\_\_\_\_\_

c) International Standard Resource Identifier (e.g. ISBN): \_\_\_\_\_

d) Publishing details\*: [Publisher:\_\_\_\_\_Year:\_\_\_\_\_ Edition:\_\_\_\_\_]

e) Any other description that may be helpful in identifying the resource(Including url for online resource):

\_\_\_\_\_

f) Reason why you want the information material purchased? (Tick appropriately)\*

☐ Reference material

☐ Research tool

☐ Professional body requirement

☐ General reading

Other (Specify): \_\_\_\_\_

g) Number of copies proposed for purchase:\_\_\_\_\_

KENYA FORESTRY RESEARCH INSTITUTE		
TITLE: FOREST RESEARCH SUPPORT SERVICES PROCEDURES MANUAL	REF: KEFRI/SOP/FRSS/13	ISSUE DATE: 12/11/2021

h) Cost estimate for a copy (Ksh) :\_\_\_\_\_

i) Preferred format(Tick appropriately): ☐ Soft Copy ☐ Hard Copy

**PURCHASE AUTHORIZATION SECTION**

**A: Departmental Budgetary Authorization**

☐ Full allocation ☐ Partial Allocation [Amt. in Ksh:] \_\_\_\_\_

(HOD) Name: \_\_\_\_\_ Sign:\_\_\_\_\_ Date:\_\_\_\_\_

**B: Library Request Approval:**

Request received by:

Name\*:\_\_\_\_\_ Date:\_\_\_\_\_ Signed:\_\_\_\_\_

Via: ☐ Email ☐ Online filled form ☐ Print form Other:\_\_\_\_\_

Request approved by:

[Head-library] Name:\_\_\_\_\_ Sign:\_\_\_\_\_ Date:\_\_\_\_\_

Remarks:\_\_\_\_\_