



**AF Libraries Division
Purchase Request for Mission Support Publications**

Requester:	Date Requested:
Requester Email:	Date Required:
Requester Organization/Office Symbol:	

**Identify below all commercial publications that will be required for your operation in current fiscal year.
Provide as much information as possible for each item.**

Description of the Publication Title, Author, Pub Date	ISBN	Publisher	FORMAT	QTY	Unit Cost	Total Cost
						\$ -
						\$ -
						\$ -

Is the requested item a subscription renewal?	Is this a replacement of an out-dated item?
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Subscription Delivery Address:
Attach any renewal information from vendor

Perferred Vendor for purchasing. Include any special information such as account # or Vendor POC info.

JUSTIFICATION

- How many people will use this item in order to do their work?
- How often will they use the item (daily, weekly, etc.)?
- Tell **why you need this material** in order to do you job, **how it will be used**, and **what the impact will be** if you do not get the material. If additional space is needed for your justification, please use the reverse side of this form. If more than one copy is needed, state how many are needed and why (users on different floors of same building, different buildings, etc.).

NOTE: Approval signature certifies requested item is mission essential. Approving Official may be the Organizational Commander or Division Chief but must be higher ranking than the requestor. The Approving Official cannot be the Office Library Account Custodian.

Signature of Approving Official:	Signature Block of Approving Official:
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Date	Office Custodian/Alternate Signature	Org/Office Symbol
Office Custodian/Alternate E-mail address:		DSN

FOR LIBRARY USE ONLY

Central APFs _____ are / _____ are not available from the library to purchase the above office requirements.
 Central APFs _____ are / _____ are not authorized for the above office requirements.
 Office is _____permitted / _____ not permitted to use their UNIT FUNDS in accordance with AFI 34-101 and GPC to purchase the requested material.

Library Director Signature:	Approval Date:
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