Application for Purchase Request for Materials via MyKULINE

■Before filling out the application, please read carefully all instructions.

・ Online Purchase Request Service is for the budget manager to be able to request a book at PUBLIC expense via MyKULINE.

・ In order to use purchase request services, it is necessary to acquire both of the following,

> **1. The user who requests a book is the budget manager for a division, department or course, or the office administrator.**
>
> * The "user" includes the representative of KAKENHI (Grants-in-Aid for Scientific Research) or Co-researcher.
>
> **2. The faculty library which you use the budget on have the Purchase Request Service.**
>
> *You can refer to the details on the Kyoto University Library Network website > General information (in global navigation) > Ordering Book Purchase (Faculty) https://u.kyoto-u.jp/zebtu

・ If you meet the above conditions and submit the application, you can use Purchase Request Service after we register your information in the library system.

・ Please submit this form in person to faculty libraries which you use the budget on.

・ All personal information will be used exclusively for library services.

■Please fill out the following information.

Staff ID (9 digit)										SPS-ID (Ex) taro123 kyodai	
Name (Furigana)											
Name											
Faculty											
TEL	／Extension										
E-MAIL Please write clearly.											

Budget Manager	・I give my approval to that person's purchase request on my behalf. ・I give my approval to each request on purchasing by that person on behalf of me.	Name	

Budget Section	Code(10 digit)		Budget Section Name	

1	Budget Item Code (6 digit)		Project Code (12digit) *Omit if you will use 運営費	
2	Budget Item Code (6 digit)		Project Code (12digit) *Omit if you will use 運営費	
3	Budget Item Code (6 digit)		Project Code (12digit) *Omit if you will use 運営費	

Note *If you want to use more budget, please fill in here.

■For office use only.

入力館：	入力日：

□予算を扱う図書館/室がオンライン購入依頼サービス提供館である
□申請者が利用対象者に該当する（□申請者が予算責任者等以外の場合、予算責任者等から承認を受けていることを担当者が確認した）
□予算部署コードを「利用者情報」の「予算部署」および「ユーザ３」に入力
□プロジェクトコードを「利用者情報」の「ユーザ２」に入力
□該当予算が設定済で、かつ、「当年度発注可否」が「可能」になっている