

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,

<p>1. The user who requests a book is the budget manager for a division, department or course, or the office administrator.</p> <p>* The "user" includes the representative of KAKENHI (Grants-in-Aid for Scientific Research) or Co-researcher.</p> <p>2. The faculty library which you use the budget on have the Purchase Request Service.</p> <p>*You can refer to the details on the Kyoto University Library Network website > the menu on the left of the screen "Purchase Request (for Faculty Members)" http://www.kulib.kyoto-u.ac.jp/modules/service/index.php?content_id=70</p>
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- 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 present this form with staff/library card 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 (taro123kyo dai)	
Name (Furigana)		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			
Faculty	LET / EDU / LAW / ECO / SCI / MED / PHY / ENG / AGR / HES / Other ()		
TEL	— —	/ Extension	
E-MAIL	Please write clearly.		
	@		
Budget Section Code (10 digit) * Fill in the budget section codes and the names, and circle the budget item names. (multiple answers allowed) <u>* It is necessary that the faculty library which you use the budget on have the Purchase Request Service.</u>		Budget Section Name	Budget Item Name 運営費(教育)・運営費(研究)・受託・寄付金・科研費・その他()
		Budget Section Name	Budget Item Name 運営費(教育)・運営費(研究)・受託・寄付金・科研費・その他()
		Budget Section Name	Budget Item Name 運営費(教育)・運営費(研究)・受託・寄付金・科研費・その他()
Project Code (12digit) *Please fill in the project codes you want to use for Purchase Request.		Abbreviated Project Name	
		Abbreviated Project Name	
		Abbreviated Project Name	

■ For office use only.

入力館:	入力日: . .
<input type="checkbox"/> 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 <input type="checkbox"/> 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の署名捺印を受けている) <input type="checkbox"/> 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 <input type="checkbox"/> プロジェクトコードを「利用者情報」の「ユーザ2」に入力 <input type="checkbox"/> 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	