

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)	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	SPS-ID (Ex) taro123 kyodai)	
Name (Furigana)			
Name			
Faculty			
TEL	/Extension		
E-MAIL <small>Please write clearly.</small>			
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	
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1	Budget Item Code (6 digit)	Project Code (12digit) <small>*Omit if you will use 運営費</small>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
2	Budget Item Code (6 digit)	Project Code (12digit) <small>*Omit if you will use 運営費</small>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
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Note *If you want to use more budget, please fill in here.			

■For office use only.

入力館：	入力日：
<input type="checkbox"/> 予算を扱う図書館/室(または共通事務部図書担当)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を受けていることを担当者が確認した) <input type="checkbox"/> 予算部署コードを「利用者情報」の「図書予算コード」に入力 <input type="checkbox"/> 予算科目コードを「利用者情報」の「利用可能予算科目」に入力 <input type="checkbox"/> プロジェクトコードを「利用者情報」の「利用可能プロジェクト」に入力	