Date: ____________

Finance/Projects Division
Via Central Library

From: ____________ Dept. ____________ Tel: ____________
E-mail: ___________________________ ___________________________
I.D.: ____________

**Refund: Library Book Acquisition**

Attached: Original Invoice/Receipt ____________ Currency ____________
Book purchase __________________________________________________________________

1. ____________________________________________________________________________
2. ____________________________________________________________________________
3. ____________________________________________________________________________

Please refund the above expenses: my salary/check in my name

Kind regards,
Scientist name: __________________________
Signature: ____________________________
Budget No.: ____________________________
(of scientist requesting refund)

______________________________
Signature of authorized person for the budget: (Administrator/Dept. Head project owner)

Budget: ____________________________
Name: ____________________________
Signature: ____________________________