



Teaching and Learning Material Request Form

Instruction	
1	Faculty fills out this form and sends it to his/her department educational service chair via enjaz
2	Send the form to HoD.
3	If the required material(s) is not available. HoD needs to send the form to the VD-RPS.
4	The request will be evaluated by the VDRPS and/or College educational services committee.
Note: For an urgent request, you need to contact your HoD.	

Section A: Lecturer information			
Name		Phone Number	
Email		Department	
Campus	<input type="checkbox"/> Alfaraa <input type="checkbox"/> Alguraiger	Date	

Section B: Request			
Item Type: <input type="checkbox"/> Teaching tools <input type="checkbox"/> Software <input type="checkbox"/> Textbook <input type="checkbox"/> others.....			
Item name	Quantity	Using duration (if needed)	Comments
I certify that the Information submitted is true and is for the department's needs.		Date	
		Signature	

Section C: Department Educational Services Committee chair			
<input type="checkbox"/> Reviewed with no changes and sent to HoD. <input type="checkbox"/> Need to be reviewed by the sender. <input type="checkbox"/> others.....			
Name		Signature	

Section D: Head of the Department			
<input type="checkbox"/> Reviewed and Approved with no changes, and the material(s) is provided. (Request closed and form documented). <input type="checkbox"/> Need to be reviewed again by the Department Educational Services Committee. <input type="checkbox"/> Need to be reviewed by the Vice Dean of Research and Postgraduate Studies.			
Name		Signature	

Section E: Vice Dean of Research and Postgraduate Studies VD-RPS			
<input type="checkbox"/> Reviewed and Approved with no changes and sent it to the ES-Room officer to prepare the item(s). (Section F) <input type="checkbox"/> Need to be reviewed by the college-level educational services committee. (Section G) <input type="checkbox"/> other:			
Name		Signature	

Section F: Educational Services Room Officer		Section G: College-level Educational Services committee.	
<input type="checkbox"/> All items available and prepared (request completed and form documented in the ES-office files) <input type="checkbox"/> Some items are not available, and it was listed along with this form and sent to the VD-RPS. Comments.....		<input type="checkbox"/> Valid items can be given with no changes and sent to the ES-Room officer (Sec.F) <input type="checkbox"/> Valid items need to be listed in the College's annual purchase. (Sec. H) <input type="checkbox"/> It is urgent item(s) must be raised to high administration. (Sec. H) Comments.....	
Name		Signature	
Name		Signature	

Section H: Vice-Dean of Research and Postgraduate Studies.			
<input type="checkbox"/> The recommendation/action approved (Request is closed and documented) <input type="checkbox"/> An action plan made as follows:.....			
Action plan			
Person in charge			
Completion date			
Deadline Requested End Status			
Name		Signature	