**ASSET REQUISITION FORM**

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| --- | --- |
| **Company Name:** | |
| **Employee/Trainee Name:** | **Department:** |
| **Employee/Trainee ID:** | **Branch:** |
| **Designation:** | **Date:** |

**Requisition Information:**

|  |  |  |  |
| --- | --- | --- | --- |
| **SN.** | **ITEMS** | **QTY.** | **REMARKS** |
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(Forwarded by) (Verified by) (Approved by)

TL/Manager Executive-HR Executive Assistant to CEO