**TEKNOWLEDGE SHARED SERVICES (PVT) LTD**

**OPR for Coordinating and Attending to Farms & H/O maintenance / Attending to any vehicle related maintenance (HO and Farms) /Attend to Requirement of Purchasing stationery /computer/laptops and mobile accessories other**

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| --- | --- |
| **SUBJECT** | Coordinating and Attending to Farms & H/O maintenance / Attending to any vehicle related maintenance (HO and Farms) /Attend to Requirement of Purchasing stationery /computer/laptops and mobile accessories other |
| **RECORDER (Name Designation)** | Ajith Wasantha |
| **APPROVED BY (Name Designation)** | Chalani Maduwanthi |
| **CREATED DATE** | 06/10/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 01 |

According to the mails received from other departments response for them such as involve farms and head office maintenance related tasks, vehicle related maintenance, purchasing stationery/computer/laptops and mobile accessories …. etc.

We obtain quotation from suppliers and choose the best one of them and then serve to finance. Then they approved and make necessary procedure.

When purchase computer and laptops follow up on requirements that make IT Support. According to their requirements order equipment.