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| **SUBJECT** | Updating and maintaining requisition asset form H/O & Farms |
| **RECORDER (Name Designation)** | Nipuna Madumal |
| **APPROVED BY (Name Designation)** | Chalani Maduwanthi |
| **CREATED DATE** | 06/16/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 02 |

**TEKNOWLEDGE SHARED SERVICES (PVT) LTD**

**Updating and maintaining requisition asset form H/O & Farms**

When issue assets for employees both head office and farm it is record using assets requisition form in properly. Tables, chairs, printers are some of the assets issued for employees.

In that form mention name of the person that requested the asset and approved person. Then mention that information about the asset and finally get the signatures of the both requested and issued parties.

After completed the record manually keep it in properly.

For this task use following type of document.

