Form for closure of purchase order

Data required from site/engineers:			
PO no.:	83738	PO date:	18/12/21
Req. no.:	192543	Req. date:	17/12/21
Material received	□ Part ☑ Full	MRN nos.:	101096, 101097, 101098
If material partially delivered then can balance material be ordered by new requisition/PO	□ No further material required and PO can be closed. □ No material cannot be ordered by new PO. □ PO can be closed and balance material can be ordered by new requisition.	Can PO be closed?	☑ Yes □ No
Remarks by engineer:	Material received close the po.		

Notes: 1. Provide details of material received by way of separate attachment. 2. Provide hardcopy of DCs/proof of delivery + PO. 3. Provide copies of invoices if available. 4. This entire set to be sent by way of hard copy to Ashaiya.

Prepared by	Sign	Date	Project manager	Sign	Date
Janaki	Aj	4/3/22	M. Ramprasad	[signature]	4/3/22

Data required from accounts:	
Are any bills received wrt to this PO.	□ Yes for full PO □ Yes for part of PO ☑ No.
Scan ID nos. of advice for credit to supplier	
Remarks by Accountants: Bill Not Received	

Notes: 1. Accountants to attach hard copy of purchase voucher.

Prepared by	Sign	Date	Accounts manager (approval required for PO more than 10k)	Sign	Date
Rajyalakshmi	[signature]	5/3/22			

Action taken by purchase:	
Status of PO	□ PO closed and email sent to supplier. □ PO open material awaited.
Status of proof of delivery:	□ Proof of delivery received. □ Proof of delivery not available with site or purchase.
Original barcoded PO available	□ Yes □ No – certified copy received from accounts.
Original bill available	□ Yes □ No – certified copy obtained from supplier.
Supplier's ledger available	□ Yes □ No
Advice for credit to supplier	□ Prepared for entire PO □ Part of PO and PO closed. □ Prepared for part of PO and balance material awaited.
Remarks by purchase:	

Prepared by	Sign	Date	Purchase manager	Sign	Date
				nnn	

Notes: 1. Purchase to attach hard copies of 'advice for credit to supplier'. 2. In case advice for payment to supplier cannot be prepared (material not delivered or other reasons) attach this note to original PO, original requisition, original bill and proof of delivery and send to MD.

CANCELLED

8/03/22

Internal memo no. 903/35/AAnnexure - B

DLC pour report

Company/ firm:	MODI REALITY MALLAPUR LLP	Block No.:	D-BLOCK
Project:	GULMOHAR RESIDENCY	Flat / Villa no.:	East side road work purpose
Supplier:	KPR INFRA	Slab no.:	
Requisition nos.:	192543	A. Estimated quantity:	35 m3
PO nos.:	83738	B. Requisition quantity:	35M3
		C. Actual quantity poured	30M3
		D. Difference (C-A)	5M3

Details of RMC pour

Sl. No	Date	Time of dispatch from RMC plant	Time of receipt at site	Time of pour	Quanty poured	Dc No. / Batch no.	Specified wt @2400 kgs/m3	Measured weight (kgs)	Short fall in weight in kgs	Deduction for shortfall in Rs.	7 day cube test strength in kN/m2	28 days cube test strength in kN/m2
1.	19.12.21	10:30	10:53	11:00	10M3	037	24000	23950	-50	-63/-		
2.	20.12.21	14:00	14:41	15:22	10M3	038	24000	23810	-190	-113/-		
3.	22.12.21	12:00	12:11	12:20	10M3	043	24000	24130	+130	+163/-		
4.												
5.												
6.												
7.												
8.												
9.												
10.												
					30M3		72000	71890	-110	-13/-		

Remarks

APPROVED BY
24 DEC 2021
RAM PRASAD
PROJECT MANAGER

Note 1. Report to be sent on a daily basis to purchase@modiproperties.com and report-audit@modiproperties.com. 2. Report must be prepared during pour and not later. 3. Report must be sent within one working day. 4. Multiple report