

Prepared by:	Deepa			
Report Date	15.11.22			
Site	GHT			

List of requisitions Where PO/WO not prepared 3 working days after requisition:

Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
142284	17.10.22	Fire rated Door	Req sent to procurement team		
142350	08.11.22	Armored cables	material is delivered		

List of requisitions Where PO/WO is prepared and items have not received at site		
142216	24.09.22	Requisition for...

[illegible]