

Prepared by:	B.Sadhana					
Report Date	25.08.2023 to 01.09.2023					
Site	A V R Gulmohar Homes					
List of requisitions Where PO/WO not prepared 3 working days after requisition:						
Requisition No	Requisition Date	serial no	Material Descsription	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
20230802002	02-08-2023	1 to 3	General items- pillo, fitted cover	Local purchase , this week Delivery		
20230816001	20.08.2023	1	Windows Curtains with ittings	Waiting for Quotation		
List of requisitions Where PO/WO is prepared and items have not received at site						
Req no:	Req Date	Serial noof item req	Item Description			
20230628046	28-06-2023	1	portable toilet cabin	Ready with vendor , material to dispatch		
20230803047	03-08-2023	1	Lift Euipment - 6pax	coordinate with Johnson		
20230824001	24-08-2023	1 to 3	plant	Collect from supplier		