

Prepared by:	K Mounika				
Report Date	03.11.2023				
Site	SOV-III				
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descrption	Purchase officer remarks	Materied delivred	If material is not delivered - is delay justified?
20231005036	05.10.2023	Surface cleaner cream,CIF power & shine MYK laticrete	Online purchase		
20230901039	01.10.2023	TV Unit	Waiting for MD`sapproval		
20230401015	01.07.2023	Mirror with Frame	Waiting for MD`sapproval		
List of requisitions Where PO/WO is prepared and items have not received at site					
PO NO.	PO Date	Item discription	Purchase officer remarks	Material delivred	If material is not delivered - is delay justified?
20231011030	11.10.2023	Bentonite powder	Follow up with supplier		
20231011033	11.10.2023	Tan Brown granite	Material delivered		
2023019019	19.10.2023	Mirror with Frame	Material delivered		
20231020012	20.10.2023	Pvc Coated GI Wire	Local purchase		