Prepared by:	K Mounika				
Report Date	20/12/2023				
Site	SOV-III				
List of requisitions	Where PO/WO	not prepared 3 working days after requisition:			
Requisition No	Requisition Date	Material Descscription	Purchase officer remarks	Materied delivred	If material is not delivered - is delay justified?
20230901039	01.10.2023	TV Unit	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?
20231011033	11.10.2023	Tan brown granite	Material delivered		
20231127013	27.11.2023	Wash basin	Collect from SSLLP		
20231127012	27.11.2023	Wash basin	Collect from SSLLP		
20231127006	27.11.2023	Wash basin	Collect from SSLLP		
20231204029	04.12.2023	Wall mixture, wash basin, angle cock, pillar cock	Collect from SSLLP		
20231201036	01.12.2023	Wardrobe	Next week Delivery		
20231211025	11.12.2023	Starter	Follow up with Supplier		
20231211018	11.12.2023	Araldite	Follow up with Supplier		