

Prepared by:	K Mounika				
Report Date	18.01.2024				
Site	SOV-III				
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Descsription	Purchase officer remarks	Materied delivred	If material is not delivered - is delay justified?
20231019012	19.10.2023	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 delivered	If material is not delivered - is delay iustified?
20231201036	01.12.2023	Furniture & Fixtures Wardrobe	Follow up with suplier		
20240104005	04.01.2024	Doors internal beading	Material delivered		
20210104006	04.01.2024	gate lights	Material delivered		
20240108002	08.01.2024	wall cladding cera board	delivery this week		
20240108003	08.01.2024	wall cladding cera board	delivery this week		
20240110003	09.01.2024	cc bonding agent	Material delivered		