

Prepared by:	K Mounika				
Report Date	25-05-2024				
Site	SOV-III				
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?
List of requisitions Where PO/WO is prepared and items have not received at site					
PO NO.	PO Date	Item description	Purchase officer remarks	Material delivered	If material is not delivered - is delay justified?
20240507052	05-07-2024	Vetrified Tiles	Next week delivery		
20240515012	15-05-2024	Janata Paste	Material delivered		
20240515013	15-05-2024	PPC Cement	Next week delivery		

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APPROVED
25 MAY 2024
P. VENKATESHWARLU
MANAGER PURCHASE