

Open PO's - Closure form

Name of the Company		Modi properties pvt ltd.				Name of the project		MPL	Remark for closure of PO
Sl No	PO nos	Material Received	MRN Updated	POD Received	ACS Generator	Bill			
1.	20240203008 ✓	Nil	No	No	No	NA			Cancel Po Material will be re-ordered by new Req.
2.	20240719010 ✓	Nil	No	No	No	NA			Cancel Po Material will be re-ordered by new Req.
3.	20240123049 ✓	Nil	No	No	No	NA			Cancel Po Material will be re-ordered by new Req.
4.	20240123050 ✓	Nil	No	No	No	NA			Cancel Po Material will be re-ordered by new Req.
5.	20240210010 ✓	Nil	No	No	No	NA			Close Po Material will be re-ordered by new Req.
6.									
7.									
8.									
9.									
10.									

Approved by/ prepared by		Purchase	Admin Audit	Site	Soham
Name	Sadana		Ravi	Subhash	
Sign					
Date	31-08-24		31-08-24	31-08-24	

Notes: 1. This form is to be uploaded in place of MRN & Bills on M-codes before closing the PO. 2. Admit-audit to have a live zoom session with site & purchase to fill this form. 3. Anaki to coordinate preparation of this form.

VERIFIED BY
31 AUG 2024
VANAM RAVI
ADMIN. MANAGER (AUDIT)

APPROVED BY
31 SEP 2024
SOHAM MODI