

Admin -Audit - Open PO's – Closure form

Name of the Company		Modi Properties Pvt. Ltd.,			Name of the project		Modi Properties Services
Sl No	PO nos	Material Received	MRN Updated	POD Received	ACS Generator	Bill	Remark for closure of PO
1.	20241029021	Nil	No	No	No	NA	Internal transfer, material not collected from site.
2.	20241206008	Partial	Yes	Yes	Yes	Copy available	Internal transfer- part material received,remaining part material not available at site.
3.	20241206001	Nil	No	No	No	NA	PO made on GVI, instead of GVRC.
4.	20250103031	Partial	Yes	Yes	Yes	Copy available	Internal transfer- part material received,remaining part material not available at site.
5.	20250103033	Partial	Yes	Yes	Yes	Copy available	Internal transfer- part material received,remaining part material not available at site.
6.	20250103030	Partial	Yes	Yes	Yes	Copy available	Internal transfer- part material received,remaining part material not available at site.
7.	20250103009	Nil	No	No	No	NA	Supplier not sending the material
8.		Choose an item.	Choose an item.	Choose an item.	Choose an item.	Original available	
9.		Choose an item.	Yes	Choose an item.	Choose an item.	Original available	

Approved by/ prepared by Name	Purchase	Admin Audit	Site	Soham
	M. Asha jyothi		M.Asha jyothi	
Sign	Ashajyothi		Ashajyothi	
Date	27-11-2024		27-11-2024	

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