

# Admin - Audit - Open PO's - Closure form

| Name of the Company |             | Amtz medpolis square 801 pvt ltd |             |              | Name of the project |      | Ams801                   |
|---------------------|-------------|----------------------------------|-------------|--------------|---------------------|------|--------------------------|
| Sl No               | PO nos      | Material Received                | MRN Updated | POD Received | ACS Generator       | Bill | Remark for closure of PO |
| 1.                  | 20241105001 | Nil                              | No          | No           | No                  | NA   | Material Not Required    |
| 2.                  | 20250211020 | Nil                              | No          | No           | No                  | NA   | Material Not Required    |
| 3.                  | 20240918010 | Nil                              | No          | No           | No                  | NA   | Material Not Required    |
| 4.                  | 20250207020 | Nil                              | No          | No           | No                  | NA   | Material Not Required    |
| 5.                  |             |                                  |             |              |                     |      |                          |
| 6.                  |             |                                  |             |              |                     |      |                          |
| 7.                  |             |                                  |             |              |                     |      |                          |
| 8.                  |             |                                  |             |              |                     |      |                          |
| 9.                  |             |                                  |             |              |                     |      |                          |
| 10.                 |             |                                  |             |              |                     |      |                          |

| Approved by/<br>prepared by<br>Name | Purchase | Admin Audit                                              | Site       | Soham |
|-------------------------------------|----------|----------------------------------------------------------|------------|-------|
|                                     |          | Mahesh kumar<br><b>VERIFIED BY</b><br><b>03 MAR 2025</b> | Bhavani    |       |
| Sign                                |          |                                                          |            |       |
| Date                                |          |                                                          | 03-03-2025 |       |

**APPROVED BY**  
**03 MAR 2025**  
**SOHAM MODI**

**VERIFIED BY**  
**03 MAR 2025**  
**M. MAHESH**  
**Admin-Audit Manager**

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.