

Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Serene construction llp	Date:	26/10/2019
Site:	Serene farm	Prepared by:	Syed golam sarwar
Report From / To	Site to Purchase	Approved by:	Syed Golam Sarwar
Report Date	26-10-2019		
List of requisitions numbers missing in the report*:			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	Serial no of item in Req	Item Description
150074	21-10-19	1	Fruit packing cover
150078	22-10-19	1	Cup wire brush
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:			
Req No.	Req Date	Serial no of item in Req.	Item Description
94252	18-12-18	4	MOCCASIN TILES
94253	18-12-18	1	Rosso tiles
94248	18-12-18	3	Classic antico floor tiles
94292	15-02-19	1	Toilet roll stand
94376	20-03-19	1 & 3	Grills
150026	03-09-2019	1 to 9	Al Sliding Windows
150056	05-10-19	1 to 4	Saddle Piece
150058	10-10-19	1 to 5	Junction Box Machine Screw
150067	14-10-19	1 to 3	CP fittings
150068	15-10-19	1	Fescues Grass
150069	16-10-19	1	Tan Brown Granite
150070	16-10-19	1	External Wall Lights
150071	17-10-19	1	Hanging Lights
150073	21-10-19	1	Tube lights
150075	21-10-19	1&2	Tan brown granite
150076	21-10-19	1	Ss sink
150077	22-10-19	2,6,8 to 14	Cp fittings
No. of gate passes issued this week:		0	From No. To No.
Delivery van site visit on:		16-10-19	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	4613	To No. 4628
Items not ordered but received:			
Items sent to HO /vendor that are pending for repair:			
Other corrections & remarks:			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	Syed.Golam Sarwar	M.Mahesh	
Date	26-10-2019	26-10-2019	

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin manager & Project manager at site and filed at site. 7. #Suggested remarks - For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready

