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

Commonwi			CT		Date:	1	1.07.2020
		MCM					ushpalatha
		Manila Hospit	lal Modi Memorial ital		Prepared by:	r	usnpaiatna
			2.2020 to 10.07.2020		Approved by:		
			7.2020				
List of requisit	ions n	umbers	missing in the	report*:			
List of requisitions where PO/WO not prepared 3 working days after requisition:							
Req No. Req Date		Date	Ite		m Description	Reason	n for not preparing PO/WO#
•							
						<u> </u>	1 1 de la déma
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:							
NIL							
							_
	1						
				NIL	From No.		To No
No. of gate passes issued the			s week:				10110.
Delivery van site visit on:  Inward report (MRN/other) & stock report emailed in pdf format to purchase?  Yes							Yes
Inward report (MRN/other) & stock report emails					Jo - To No. •		
DC register Sl. No. during the week From					- 1010.		
Items not ordered but received: Nil							
Items sent to HO /vendor that are pending for repair: Nil							
Other corrections & remarks:							Admin Audit
Details			Project Manager		Admin Officer/i	Admin Officer/Manager Admin Addit	
Sign			44.07.0000		11.07.2020		
Date			11.07.2020 11.07.2020 11.07.2020 purchase immediately, 2. Send this report to purchase@modiproperties.com				

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to <u>purchase@modiproperties.com</u>, and <u>rajkumarn@modiproperties.com</u> on every Saturday. 3. Admin offices shall not leave the site without <u>ashaiya@modiproperties.com</u> and <u>rajkumarn@modiproperties.com</u> on every Saturday. 3. Admin offices shall not leave the site without ashaiya@modiproperties.com and <u>rajkumarn@modiproperties.com</u> 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. 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 remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks - Ready remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval/input, 8. \$ Suggested remarks – Ready remarks – For technical details from site, For negotiations of the Requisitions, clearly showing the items not received on every showing the items not received on a daily basis for follow-up – DO NOT CALL PURCHASE!

In reply to this report. 11. Admin officers/managers must ca

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Page 1 of 1

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ADMIN MANAGER
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