

Company:	Kadakia & modi housing	Date:	25-07-2020		
Site:	Bloomdale	Prepared by:	G.Rahul		
Report From / To	16-07-2020		G.Rahul		
.Report Date	22-07-2020				
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		Item Description	Reason for not preparing PO/WO#	
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	Details of discussion with supplier ^s	
No. of gate passes issued this week:		From No.	14065	To No.	14067
Delivery van site visit on:	23-07-2020				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes				
DC register Sl. No. during the week	From No.	-	To No.	-	
Items not ordered but received: NILL					
Items sent to HO /vendor that are pending for repair: NILL					
Other corrections & remarks:ALL pending requisitions are cancelled					
Details	Project Manager		Admin Officer/Manager		Admin Audit
Sign	<i>[Signature]</i>				
Date	25-07-2020				

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