

Prepared by:	Prabhakar				
Date:	Kadakia n Modi Housing				
Site:	08-08-20				
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?
	List of requisitions where PO/WO not prepared 3 working days after requisition				
	List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time				