

2

# Hari babu

16.08.17

Modi Realty Miryalguda LLP

[illegible]

Material Description

delivered?

If material is not delivered - is delay

Surb stone  
Electronics  
Cement

stand wall mounting

Searching for New Suppliers  
Requisition with mds  
Delivery tomorrow

APPROVED BY  
11 AUG 2017  
SOHAM MANI  
MANAGING DIRECTOR

Amas/Chh  
16/08/2012

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

Notes: 1. \* Send a copy of the missing requisitions to Purchase immediately. 2. \* Details of furniture not received to be given in the requisition section. 3. Send this report to HO by email on every Saturday. 4. Admin offices shall not leave the site without completing this report. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 6. Mention PO & MRN no. on bills

YES

**APPROVED BY**

1 to be given in the previous  
completing this report. Ensure  
mention PO & MRN no. on **PGs**

**SOHAM** 2017  
**MANAGING DIRECTOR**