

7/6/2012

~~2/8/12~~

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

[illegible]

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. * Details of furniture not received to be given in the previous section. 3. Send this report to HQ by email on every Saturday. 4. Admin offices shall not leave the site without completing this report. 5. 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 DCs / bills.