

Prepared by:		Keerthi			
Report Date:		30-09-20			
Site		ESR			
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions Where PO/WO is not prepared 3 working days after requisition					
List of requisitions Where PO/WO is prepared and items have not been received at site					
130129	15-9-20	Sd cards & syntex box	Syntex cards delevered,Sd cards po to be issue		
130131	21-09-20	Clamshell cards	This week delivery		
130132	21-09-20	Consumables	This week delivery		