

Prepared by:		Keerthi			
Report Date		30-09-20			
Site		SOV LLP			
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
155950	27-8-20	Carpet flooring	Po to be issue		
155966	2-9-20	Chairs	Estimate with MD for approval		
155967	2-9-20	Gas burner & cylinder	Estimate with MD for approval		
155970	2-9-20	Music box	Draft to be prepare		
155980	7-9-20	Sim based TP link router	Local purchase by Raghu		
155998	17-09-20	Led tv	Online purchase		
155999	14-9-20	Wheel chair&first aid material	Estimate with MD for approval		
156000	17-09-20	Cafeteria items	Draft to be prepare		
156001	17-09-20	Sofa set&dining for 992B flat	Cancelled by MD		
156002	17-09-20	Clubhouse gym equipment	Comparison with MD		
156004	17-09-20	Gate light fitting with bulb	Po to be issue		
156014	22-09-20	Water tanks	Req sent to MD's approval		
List of requisitions Where PO/WO is prepared and items have not received at site					
155830	27-6-20	Executive bag	Online purchase		
155831	27-6-20	Executive bag	Online purchase		
155905	27-7-20	Syphone set	Material yet to receive from supplier on monday,can be picked upon monday		
155912	30-7-20	Syphone set	Material yet to receive from supplier on monday,can be picked upon monday		
155969	2-9-20	Pool table	Material ready with supplier ,will be send by tomorrow		
155971	3-9-20	Urea	This week delivery		
155978	4-9-20	Sanitary material	Material yet to receive from supplier on monday,can be picked upon monday		
155989	10-9-20	FP isolator	Material yet to receive from supplier on monday,can be picked upon monday		
155996	12-9-20	Carpet grass	Delivered		