Prepared by:	sowmya					
Date:	29.10.2020					
Site:	Head office					 1
						 1
					If material is not	
Requisition	Requisition			Material	delivered - is	
	Date	Material Descscription	Purchase Manager - Remarks	delivered?	delay justified?	<u> </u>
	List of requisitions where PO/WO not prepard 3 working days after requisition					 ļ
	15.10.20		Delivered			 <u> </u>
	9.10.20	cp sanitary	Requision with MD			
	14.10.20	double leaving flush door	Po to be issue			
	22.10.20	buffing pads and emery paper	Local purchase by raghu			<u> </u>
	15.10.20	cleaning material	Delivered			<u> </u>
	17.10.20	AL door frames	Po to be issue			<u> </u>
	7.10.20		PO 71140			<u> </u>
	List of requisitions where PO/WO is prepard and items have not been deliverd at site beyond the lead time					
	12.10.20	AL Opening ventilator	Follow up with supplier			
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