Prepared by:	commun					
Date:	6.11.2020					
Site:	Head office					
JIIC.	Head office					
					If material is not	
Requisition	Requisition			Material	delivered - is	
No	Date	Material Desescription	Purchase Manager - Remarks		delay justified?	
	List of requisiti	ons where PO/WO not prepard 3 working days after requi				
	30.10.2020	led lights	Send again with requision number			
	9.10.2020	cp sanitary	Delivered			
16558	7.10.2020	pvc material	ро 71140			
	List of requisitions where PO/WO is prepard and items have not been deliverd at site beyond the lead time					
	17.10.2020	al door frame	Follow up with supplier			
	31.10.2020	tube light and door beading	Delivered			
	-					
	-					