

Prepared by:	sowmya						
Date:	13.11.2020						
Site:	Head office						
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?		
List of requisitions where PO/WO not prepared 3 working days after requisition							
	6.11.2020	grills	Delivered by monday				
	6.11.2020	cement board 8mm	Delivered				
	9.10.2020	cp sanitary	Delivered				
	6.11.2020	double leaving flush door	Delivered by next week				
	6.11.2020	ventilators	Delivered				
	6.11.2020	cement board 8mm	Delivered				
	3.11.2020	AGL opulence nerorock verified tiles	Cancelled				
	6.11.2020	plumbing material	Delivered				
	6.11.2020	mesh door	Delivered				
	7.11.2020	LED bulbs	Delivered				
List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time							
16572	12.10.20	AL opening ventilator	Delivered				