

Prepared by:		Keerthi			
Report Date:		19-11-20			
Site		Villa Orchids LLP			
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
63579	7-11-20	Curtain rods	Online purchase		
63580	7-11-20	Curtain	Online purchase		
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					
63574	3-11-2020	Sanitary	Stock available at SSLLP		
63582	9-11-2020	Curing pipe	Stock available at SSLLP		