

Prepared by:	sowmya						
Date:	19.11.2020						
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						
	6.11.20	Double leaving flush door	Delivered				
	13.11.20	MDF Board	Delivered				
	13.11.20	Sponges	Delivered				
	13.11.20	kitchen unit	Cancelled				
	13.11.20	MS L-Angle	Delivered				
	13.11.20	Door frame with threshold	Send requisition again				
	List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time						
16648	6.11.20	grills	Delivered				
	6.11.20	Double leaving flush door	Delivered				
16572	12.10.20	al opening ventilator	Delivered				