

Prepared by:	sowmya						
Date:	27.11.20						
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						
	19.11.2020	mattress	Delivered by monday				
	19.11.2020	panel door	po no 72330				
	19.11.2020	UPVC brown windows	rates to be finalise				
	13.11.2020	MDF board	Delivered by monday				
	19.11.2020	mouse	Send requisition again				
	19.11.2020	pumps	delivered by monday				
	13.11.2020	door frame with threshold	delivered by monday				
	21.11.2020	areldite	delivered by monday				
	List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time						
	19.11.2020	flush doors	follow up supplier				
	19.11.2020	checkered tiles	follow up supplier				
	19.11.2020	aerocon blocks	follow up supplier				