Prepared by:	sowmva					
Date:	4.12.20					
Site:	Head office					
					If material is not	
Requisition	Requisition			Material	delivered - is	
No	Date	Material Descscription	Purchase Manager - Remarks	delivered?	delay justified?	
	List of requisitions where PO/WO not prepard 3 working days after requisition					
						 <u> </u>
	19.11.20	UPVC Brown windows	Estimate with MD			
	13.11.20	MDF board	Waiting for colour conformation			
	List of requisitions where PO/WO is prepard and items have not been deliverd at site beyond the lead time					
	19.11.20	Flush doors	Delivered			
	19.11.20	UPVC Brown windows	Estimate with MD			
	19.11.20	Mattress	Delivered			
	26.11.20	AL frame with fixed glass	Follow up with supplier			
	19.11.20	pumps	Delivered			
	19.11.20	checkered tiles	Follow up with supplier			
						 ļ
	+					 İ