Prepared by:	sowmya					
Date:	11.12.20					
Site:	Head office					
					If material is not	
Requisition	Requisition			Material	delivered - is	
No	Date	Material Desescription	Purchase Manager - Remarks	delivered?	delay justified?	
	List of requisitions where PO/WO not prepard 3 working days after requisition					
	19.11.20	UPVC Brown windows	Estimate with MD			 <u> </u>
	13.11.20	MDF board	Waiting for colour conformation			 İ
	List of requisitions where PO/WO is prepard and items have not been deliverd at site beyond the lead time					
	2.12.20	paints	Delivered by next week			 <u> </u>
	26.11.20	al frame with fixed glass	Delivered by monday			
	19.11.20	checkred tiles	Follow up with supplier			
						
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