Prepared by:	sowmya						
Date:	18.12.20						
Site:	Head office						
Requisition No	Requisition Date	Material Descscription	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?		
	List of requisitions where PO/WO not prepard 3 working days after requisition						
	19.11.20	UPVC Brown windows	Estimate with MD				
	13.11.20	MDF board	waiting for MD aprroval				
		flush door	po 73067				
		country rosoo	Req not found .send again				
	List of requisitions where PO/WO is prepard and items have not been deliverd at site beyond the lead time						
	26.11.20	al frame with fixed glass	Delivered				
	19.11.20	checkred tiles	Delivered				