		T				
repared by:	sowmya					
Date:	24.12.20					
lite:	Head office					
					If material is not	
Requisition	Requisition			Material	delivered - is	
No	Date	Material Descscription	Purchase Manager - Remarks	delivered?	delay justified?	
110	List of requisitions where PO/WO not prepard 3 working days after requisition				uciay justificu:	-
	List of requisit	ions where PO/WO not prepard 3 working days after requ	ISIUOII			
	19.11.20	UPVC Brown windows	Estimate with MD			-
	13.11.20	MDF board	Estimate with MD			
	List of requisitions where PO/WO is prepard and items have not been deliverd at site beyond the lead time					
	8.12.20	double shutter door with grooves	Follow up with suppier			
				-		
						1