

Prepared by:		Keerthi			
Report Date:		4-1-20			
Site		Villa Orchids LLP			
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
List of requisitions Where PO/WO is not prepared 3 working days after requisition					
List of requisitions Where PO/WO is prepared and items have not been received at site					
63617	23-12-2020	Blue pens	Stock available at SSLLP		
63618	23-12-2020	CPVC pipe	Stock available at SSLLP		