Prepared by:	sowmya					
Date:	7.1.2021					
Site:	Head office					
					If material is not	
Requisition	Requisition			Material	delivered - is	
No	Date	Material Desescription	Purchase Manager - Remarks	delivered?	delay justified?	
	List of requisiti	ons where PO/WO not prepard 3 working days after requ	isition			
	19.11.20	UPVC Brown windows	po issed			
	13.11.20	MDF board	Need colour conformation			
	19.12.20	al door closers	po 73202			
	List of requisitions where PO/WO is prepard and items have not been deliverd at site beyond the lead time					
	19.12.20	al door closers	follow up with supplier			
	17.12.20	drilling machine	delivered			
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