

Prepared by:	sowmya						
Date:	15.1.2021						
Site:	Head office						
Requisition No	Requisition Date	Material Description	Purchase Manager - Remarks	Material delivered?	If material is not delivered - is delay justified?		
	List of requisitions where PO/WO not prepared 3 working days after requisition						
	4.1.2021	tumbi iron seaters	Req not found .send again				
	List of requisitions where PO/WO is prepared and items have not been delivered at site beyond the lead time						
	19.11.20	upvc brown windows	delivered				
	7.1.2021	led tube lights	delivered				
	8.1.2021	1/18 wires	delivered				
	7.1.2021	al frame with fixed glass	work in progress				
	4.1.2021	ss latch	work in progress				
	22.12.2020	al door closers	delivered				
	5.1.2021	laptop bag	local purchase				
	5.1.2021	urinary sensors	delivered within 2 days				