Prepared by:	sowmya					
Date:	21.1.2021					
Site:	Head office					
					If material is not	
Requisition	Requisition			Material	delivered - is	
No	Date	Material Descscription	Purchase Manager - Remarks	delivered?	delay justified?	
	List of requisitions where PO/WO not prepard 3 working days after requisition					
	4.1.2021	tumbi iron seaters	Req not found .send again			
	15.1.2021	electrical material	Delivered			
	11.1.2021	CTPT Cover	online purchase			
	List of requisitions where PO/WO is prepard and items have not been deliverd at site beyond the lead time					
	19.11.20	upvc brown windows	work in progress			
	7.1.2021	al frame with fixed glass	work in progress			
	7.1.2021	cement blocks	follow up with supplier			
	5.1.2021	laptop bag	Delivered			
	5.1.2021	urinary censors	Delivered by monday			