

Prepared by:		Keerthi			
Report Date:		22-01-2021			
Site		Villa Orchids LLP			
Requisition No	Requisition Date	Material Descsription	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					
63615	18-12-20	Lap top bag	Online purchase.		
List of requisitions Where PO/WO is prepared and items have not been received at site					
63627	8-Jan-2021	Wall hung Wc	Partial material is delivered.Staock at SSSLP		