

Prepared by:	sowmya						
Date:	2.2.2021						
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				
	16.1.2021	12mm toughened glass door with al 3" patti	estimate with MD				
	11.1.2021	CTPT Cover	online purchase				
		urinary censors	local purchase				
	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	work in progress				
	21.1.2021	mirrors	follow up with supplier				
	7.1.2021	cement blocks	follow up with supplier				
	22.1.2021	steel grey granite	delivered				
		urinary censors	local purchase				