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Prepared by:	sowmya					
Date:	4.2.2021					
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	po 74166			
	16.1.2021	12mm toughened glass door with al 3" patti	po 74309			
	11.1.2021	CTPT Cover	online purchase			
	28.1.2021	split ACS	Req not found ,send again			
	28.1.2021	Blanco white tiles	po 74237			
	List of requisitions where PO/WO is prepard and items have not been deliverd at site beyond the lead time					-
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	19.11.20	upvc brown windows	follow up with supplier			
	7.1.2021	cement blocks	follow up with supplier			
	16.1.2021	12mm toughened glass door with al 3" patti	follow up with supplier			
		urinary censors	Stock not available ,delivered by next week			
						1
						1