

Prepared by:		Keerthi			
Report Date:		04-			
Site		Villa Orchids LLP			
Requisition No	Requisition Date	Material Description	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					
63638	20-01-21	Cement	Po 74330		
63644	23-01-21	Curtains	Online purchase		
63645	23-01-21	Curtain rods	Online purchase		
List of requisitions Where PO/WO is prepared and items have not been received at site					
63628	9-Jan-2021	MS ladder	Pick up from SSLLP		
63647	23-Jan-2021	Wall hung	Pick up from SSLLP		