

Company:	Kadakia & Modi Housing	Date:	27-03-2021
Site:	Bloomdale	Prepared by:	G.Rahul
Report From / To	18-03-2021 To 24-03-2021		
.Report Date	27-03-2021		
List of requisitions numbers missing in the report*:			
List of requisitions where PO/WO not prepared 3 working days after requisition:			
Req No.	Req Date	Item Description	Reason for not preparing PO/WO#
List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:			
Req No.	Req Date	Serial no of item in Req.	Details of discussion with supplier\$
No. of gate passes issued this week:		From No.	To No.
		-	-
Delivery van site visit on:		-	
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes
DC register Sl. No. during the week	From No.	To No.	-
	-		
Items not ordered but received: NIL			
Items sent to HO /vendor that are pending for repair: NIL			
Other corrections & remarks:ALL pending requisitions are cancelled			
Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign			
Date	27-03-2021		

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