Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	MRGV	Date:	17.07.2021
Site:	BRGV	Prepared by:	Pushpalatha
Report From / To	10.07.2021 to 16.07.2021	Approved by:	Madhu.T
Report Date	17.07.2021		

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	Serial no of item in Req.	Item Description	Reason for not preparing PO/WO#
94838	06.07.2021	01	Lenovo Laptop	PO not issue

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.	Item Description	Details of discussion with supplier$
94830	01.07.2021	01	PVC Pipe	Partly received from SSLLP, Balance material will get by Monday
94832	01.07.2021	01,02	Blue pens, Jk Copier	Material is ready at SSLLP , willget within two days.
94833	01.07.2021	01,02,03	Dettol, coilin, water bottles	Partly received from SSLLP
94835	02.07.2021	01	First Aid box	No stock at SSLLP
94841	10.07.2021	01,02	Rain coats, Umbrellas	Spoken with supplier, sending vehicle on Tuesday to get the material.

No. of gate passes issued this week:	Nil	From No.	-	To No.	-
Delivery van site visit on:	10th 12th 14th				
Inward report (MRN/other) & stock report emailed in pdf format to purchase?	Yes / No				
Items not ordered but received:					
Other corrections & remarks:					

Details of steel & cement stock

SL No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74			
2.	10mm	.617	7.404			
3.	12mm	.89	10.68			
4.	16mm	1.58	18.96			
5.	20mm	2.47	29.64			
6.	25mm	3.86	46.32			
7.	32mm	6.32	75.84			
8.	Binding wire					

OPC stock		OPC last weeks stock		PPC/PSC stock		PPC/PSC last weeks stock	
Details		Project Manager		Admin Officer/Manager		Admin Audit	
Sign		Md. Salman		Pushpalatha			
Date		17.07.2021		17.07.2021			

Notes: 1. * Send a copy of the missing requisitions to Purchase immediately. 2. Send this report to purchase@modiproperties.com, ashaiya@modiproperties.com and rajkumarn@modiproperties.com on every Saturday. 3. Admin offices shall not leave the site without ompleting this report. 4. Ensure that inward numbers are written on the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DC's / bills. 6. Report to be signed by Admin manager &