

Prepared by:	Bhavani				
Report Date	07-08-2021				
Site	Head Office				
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
Requisition No	Requisition Date	Material Description	Purchase Officer - Remarks	Material delivered?	If material is not delivered - is delay justified?
183099	08-08-2021	Split AC	PO to be issue		
183090	02-08-2021	Carrara Tiles(SMOA)	PO Issued.Po no:79382		
183103	10-08-2021	Terrace Doors(Greens)	PO to be issue		
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
183094	05-08-2021	SS Railing	Work Under Progress		