

Prepared by:	Bhavani				
Report Date	20-08-2021				
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?
183090	02-08-2021	Carrara Tiles(SMOA)	PO Issued.Po no:79382		
183108	13-08-2021	Greenlam Laminate	PO Issued.PO NO:79664		
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
183094	05-08-2021	SS Railing	Follow Up With The Contractor		