

Prepared by:	Bhavani				
Report Date	03-09-2021				
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?
183150	28-08-2021	AC Material	Po to be issue		
183151	28-08-2021	AC Material	Po to be issue		
183138	17-08-2021	Cassette AC	PO issues Po no:80081		
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
183111	16-08-2021	Steel Grey Granite	Collect From SLLP		
183090	02-08-2021	Carrara Tiles(SMOA)	Collect From GMR		