

Prepared by:	Bhavani				
Report Date	11-09-2021				
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	Local Purchase		
183151	28-08-2021	AC Material	Local Purchase		
183138	17-08-2021	Cassette AC	PO issues Po no:80081		
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
183168	09-09-2021	Crompton Fans	Coordinate with The Supplier		