

Prepared by:	Bhavani				
Report Date	03-10-2021				
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?
183138	17-08-2021	Cassette AC	PO issued.Po no:80081		
183207	27-09-2021	Aspen Pump	Online Purchase		
183193	20-09-2021	SS Name Plate	PO to be issue		
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
183191	22-09-2021	Aluminium Windows	Please Coordinate With The Supplier		
183200	23-09-2021	Steel Grey Granite	Collect From SOV		