

Prepared by:	Bhavani				
Report Date	09-10-2021				
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		
183231	12-10-2021	Paints	Po to be issue		
183219	07-10-2021	Tiles	PO issued.PO no:81529		
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
183194	22-09-2021	Aluminium Windows	Follow up with the supplier		