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|----------------------------------------------------------------------------------|------------------|-----------------------|------------------------------|---------------------|----------------------------------------------------|
| Prepared by:                                                                     | Bhavani          |                       |                              |                     |                                                    |
| Report Date                                                                      | 30-10-2021       |                       |                              |                     |                                                    |
| Site                                                                             | MCMET            |                       |                              |                     |                                                    |
|                                                                                  |                  |                       |                              |                     |                                                    |
| List of requisitions Where PO/WO not prepared 3 working days after requisition:  |                  |                       |                              |                     |                                                    |
| Requisition No                                                                   | Requisition Date | Material Descsription | Purchase Officer - Remarks   | Material delivered? | If material is not delivered - is delay justified? |
| 162147                                                                           | 09-10-2021       | Expansive Mortar      | Po to be issue               |                     |                                                    |
|                                                                                  |                  |                       |                              |                     |                                                    |
|                                                                                  |                  |                       |                              |                     |                                                    |
| List of requisitions Where PO/WO is prepared and items have not received at site |                  |                       |                              |                     |                                                    |
|                                                                                  |                  |                       |                              |                     |                                                    |
| 162142                                                                           | 02-09-2021       | Templets              | Collect From SSLLP           |                     |                                                    |
|                                                                                  |                  |                       |                              |                     |                                                    |
| 162145                                                                           | 29-09-2021       | Rod Cutting Blades    | Coordinate With The Supplier |                     |                                                    |
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