

Prepared by:	Bhavani				
Report Date	30-10-2021				
Site	HO				
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?
183238	16-10-2021	Copper Pipe	Po to be issue		
183207	27-09-2021	Aspen Pump	Online Purchase		
183193	20-09-2021	SS Name Plate	Po to be issue		
183244	21-10-2021	plywood material	Po to be issue		
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
NIL					