Remarks from site on the 'Requisition by Site Report' of purchase division

Company:	Kadakia &Modi Housing	Date:	08-11-2021
Site:	Bloomdale	Prepared by:	Chand Mohammod
Report From / To	28-10-2021 To 03-11-2021		
Report Date	08-11-2021		

List of requisition numbers missing in the report*:

List of requisitions where PO/WO not prepared 3 working days after requisition:

Req No.	Req Date		Item Description	Reason for not preparing PO/WO#
[illegible]674	[illegible]-11-2021		TAN BROWN GRANITE	PO NOT PREPARED

List of requisitions where PO/WO is prepared and items have not been received at site beyond the lead time:

Req No.	Req Date	Serial no of item in Req.	Item Description	Details of discussion with supplier$

No. of gate passes issued this week:	Nil / 5	From No. -	To No. -
Delivery van site visit on:	22-10-2021		
Inward report (MRN/other) & stock report emailed in pdf format to purchase?			Yes / No

Items not ordered but received:

Other corrections & remarks:

Details of steel & cement stock

Sl. No	Tor size	Wt per mtr. - kgs	Wt. for 12 mtr rod – kgs	Stock at site – no of rods	Stock at site in Kgs	Previous stock in Kgs
1.	8mm	.395	4.74	-	-	-
2.	10mm	.617	7.404	-	-	-
3.	12mm	.89	10.68	-	-	-
4	16mm	1.58	18.96	-	-	-
5.	20mm	2.47	29.64	-	-	-
[illegible]	[illegible]	[illegible].86	46.32	-	-	-
7.	32mm	[illegible].31	75.84		-	-
8.	Binding wire	-	-	-	-	-

OPC stock	-	OPC last weeks stock	-	PPC/PSC stock	30	PPC/PSC last weeks stock	-

Details	Project Manager	Admin Officer/Manager	Admin Audit
Sign	for, C. Mohammod		
Date	08-11-2021		

Notes: 1. * Send a copy of the missing requisitions to purchase immediately. 2. Send this report to purchase@modi[illegible] [illegible] modiproperties[illegible] [illegible] on every Saturday. 3. Admin offices shall not leave the site without completing this report. 4. Ensure that inward numbers are wr[illegible] the Requisitions, clearly showing the items not received on a daily basis. 5. Mention PO & MRN no. on DCs / bills. 6. Report to be signed by Admin mana[illegible] Project manager at site and filed at site. 7. #Suggested remarks – For technical details from site, For negotiations/quotations, Local purchase, For MDs approval [illegible] $ Suggested remarks – Ready with supplier, Supplier not contacted, Supplier not reachable, Material in transit, WO - under fabrication, WO - material for fabricatio[illegible] received, WO - material received fabrication not started, Delivery van delay, Delay by purchase assistant, Supplier arranging for material, 9. Purchase to send r[illegible]