

Prepared by:	Bhavani				
Report Date	20-11-2021				
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?
183288	17-11-2021	Glass Frame	PO issued.PO no:82990		
183272	17-11-2021	Glass Door	PO issued.PO no:82991		
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
183306	29-11-2021	Blinds	PO issued.PO no:83170		
183305	24-11-2021	Hardware Material	PO issued.PO no:83143		