

Prepared by:	Bhavani				
Report Date	04-12-2021				
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?
NIL					
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
183288	17-11-2021	Glass Frame	Coordinate with the supplier		
183272	17-11-2021	Glass Door			