

Prepared by:	Bhavani				
Report Date	11-12-2021				
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?
183317	07-12-2021	Crompton Fans	PO to be issue		
List of requisitions Where PO/WO not prepared 3 working days after requisition:					
183328	13-12-2021	Hardware Material	Material Received		
183272	17-11-2021	Glass Door	Material Received		