**Purchase Order Response Sheet**

Ref: Purchase Order No…..…………dated …..

With reference to the above, the detailed statuses of books are mentioned below.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl.No.\* | Title | Author | No. of Copies Ordered | Status | No.of copies that can be supplied | Time required to supply | Reason if cannot be supplied  |
| 1 |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

\*Same as in Purchase Order

Date Signature