**DAILY LOG REPORT**

BY: LOGISTICS & PROCUREMENT COORDINATOR

DATE: WEDNESDAY, 8TH APRIL 2020

**SCHEDULED TASKS**

1. To make Logistics arrangement for the movement of the Tide Gauge to PHC via DHL.

**ACTION TAKEN**

1. **To make Logistics arrangement for the movement of the Tide Gauge to PHC via DHL.**

The tide gauge equipment is required in PHC for the AMNI Project. The initial arrangement made was aborted due to driver’s inability to meet up. Alternative arrangement was made to move the equipment via DHL. Necessary arrangements were made and the equipment was moved to DHL office along Admiralty way Lekki. The process couldn’t be completed as the transfer made by accounts to pay for the service wasn’t received by COB. Thus the arrangement had to be moved till tomorrow.