

|  |
| --- |
| J3-S04-W02-F093-v03 |

**Purchase Request**

|  |  |
| --- | --- |
| Recommended Vendor : |  |

**Cost Center :**

Rektorat Mobile Technology Teknik Industri Akuntansi

Warek I Media & Internet Technology Supply Chain Management Manajemen

Warek II Teknik Informatika Desain Komunikasi Visual Online Business

Warek III Sistem Informasi Fashion Apparel

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Description | | | | Quantity | Price/Unit | | | Total |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  | | | | |  | **Total** | | |  |
| **DP \_\_\_\_\_% / Tanpa DP \*(Lingkari yang dipilih)**  **Deadline :** | | | | |  |  | | |  |
| **Keperluan :** | |  | | |  |  | | |  |
|  | |  | | |  |  | | |  |
|  | |  | | |  |  | | |  |
|  | |  | | |  |  | | |  |
|  | |  | | |  | | | |  |
| User | | |  | Acc. Manager/ Ka. Dept. | | |  | Acc. Finance (Budget Finance) | | |
| Nama : | | |  | Nama : | | |  | Nama : | | |
| Tgl : | | |  | Tgl : | | |  | Tgl : | | |
|  | | |  |  | | |  |  | | |
|  | | |  |  | | |  |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Kartu Stock  Design  Berita Acara | Rekap Penawaran  Form Kesediaan Sharing  Surat Perjanjian Kerjasama | Kuitansi/Bon  Invoice/Faktur/Tagihan  Proofread/Proofprint | Contoh Barang  Tanda Terima Barang  Foto |
|  |  |  |  |

BUAT PO / KONTRA BON / CASH SESUAI PROSEDUR / CASH



|  |
| --- |
| J3-S04-W02-F093-v03 |

**Purchase Request**

|  |  |
| --- | --- |
| Recommended Vendor : |  |

**Cost Center :**

Rektorat Mobile Technology Teknik Industri Akuntansi

Warek I Media & Internet Technology Supply Chain Management Manajemen

Warek II Teknik Informatika Desain Komunikasi Visual Online Business

Warek III Sistem Informasi Fashion Apparel

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. | Description | | | | Quantity | Price/Unit | | | Total |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  |  | | | |  |  | | |  |
|  | | | | |  | **Total** | | |  |
| **DP \_\_\_\_\_% / Tanpa DP \*(Lingkari yang dipilih)**  **Deadline :** | | | | |  |  | | |  |
| **Keperluan :** | |  | | |  |  | | |  |
|  | |  | | |  |  | | |  |
|  | |  | | |  |  | | |  |
|  | |  | | |  |  | | |  |
|  | |  | | |  | | | |  |
| User | | |  | Acc. Manager/ Ka. Dept. | | |  | Acc. Finance (Budget Finance) | | |
| Nama : | | |  | Nama : | | |  | Nama : | | |
| Tgl : | | |  | Tgl : | | |  | Tgl : | | |
|  | | |  |  | | |  |  | | |
|  | | |  |  | | |  |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Kartu Stock  Design  Berita Acara | Rekap Penawaran  Form Kesediaan Sharing  Surat Perjanjian Kerjasama | Kuitansi/Bon  Invoice/Faktur/Tagihan  Proofread/Proofprint | Contoh Barang  Tanda Terima Barang  Foto |
|  |  |  |  |

BUAT PO / KONTRA BON / CASH SESUAI PROSEDUR / CASH