|  |  |
| --- | --- |
|  | Jakarta, ${tanggal} |

Bagian Keuangan dan Perlengkapan

**Serah Terima Alat Tulis kantor (ATK)**

|  |  |  |
| --- | --- | --- |
| No | Nama Barang | Jumlah |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Yang Menyerahkan |  | Yang Menerima, |
| Operator Aplikasi Persediaan |  |  |
|  |  |  |
| ${nama\_admin} |  | ${nama\_penerima} |
| NIP. ${nip\_admin} |  | NIP. ${nip\_penerima} |

|  |  |  |
| --- | --- | --- |
|  | Mengetahui, |  |
|  | Kepala Sub Seksi Keuangan dan Perlengkapan |  |
|  |  |  |
|  | ${nama\_atasan} |  |
|  | NIP. ${nip\_atasan} |  |