**SEKRETARIAT**

**SURAT PERMINTAAN BARANG(SPB)**

**Nomor: ……………./………………../……………./………**

Dasar Permintaan:

1. Nomor :
2. Tanggal : ${tanggal\_cetak}
3. Pihak yang meminta : ${unit\_kerja}

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No | Kode Barang | Nama Barang | NUSP | Spesifikasi Nama Barang | Pengajuan Permintaan | | Informasi Sisa Barang Persediaan | | Usulan Pengajuan Persetujuan | | | Keperluan | | Ket | |
| Jumlah | Satuan | Jumlah | Satuan | Jumlah | Satuan |  | |  | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | 13 | |
| ${no} | ${kode\_barang} | ${nama\_barang} |  | ${spesifikasi\_nama\_barang} | ${total\_  permintaan} | ${satuan} | ${jumlah} | ${satuan} |  | ${satuan} | ${keperluan} | |  | |

Permendagri No.24 Tahun 2021

|  |
| --- |
| Surabaya, ${tanggal\_cetak} |
| Pengurus Barang Persediaan |
|  |
| ………………………………………. |
| NIP…………………………………………….. |