

PENGAIJUAN ATK STOCK & NON STOCK CGK/HLP

No.	Nama Barang	List Pembelian	Divisi CGK								Divisi HLP									
			HRD	LO	OPS Cardig	Finance	Exim	Revenue	Avsec	Kasir bawah	STOCK	HRD	Kasir	OPS Gudang	Graha	Asset & Properti	OPS RA.APK	Accounting & Tax	Finance	MIT-E
1	Amplop Coklat Folio isi 100lbr	7			1		5			1										1
2	Amplop Coklat Kabinet(Gaji) isi 100lbr	0																		
3	Amplop putih kecil	0																		
4	Amplop putih panjang	0																		
5	Binder Clip 105	15				5	10													
6	Binder Clip 107	17				5	10													2
7	Binder Clip 155	0																		
8	Binder Clip 200	0								1										
9	Binder Clip 260	2								3										2
10	Box File Bindex	7				2	5													
11	Buku Hard Cover Folio 100 PPL	0							5		5									
12	Buku Hard Cover Quarto 100 PPL	0																		
13	Block Note A5 paperline	0																		
14	B File F4 Inter X	5					5		5											
15	Clear Holder 40lbr Inter X	5					5													
16	Clear Holder 100lbr Inter X	5					5													
17	Clipboard / Papan Jalan Kayu Candy	5					5													
18	Cutter Besar Kenko/Joyko L500	0									1									
19	Cutter Kecil Kenko/Joyko A300	3					3													
20	Double tape TD-102 (Kecil)	0																		
21	Double tape TD-103 (Besar)	0																		
22	Gunting Besar Kenko/Joyko 848	2	2					1	1											
23	Gunting Kecil Kenko/Joyko 828	5					5													
24	Isi Cutter Besar Kenko L150	0																		
25	Isi Cutter Kecil Kenko A100	1					1													
26	Isi Staples Kangaro No.3 (Besar)	25		3	20				3											2
27	Isi Staples Kangaro No.10 (kecil)	90			20	20	20		3	5				23	5					2
28	Kalkulator Citizen CT-868L	1																		1
29	Kwitansi Besar PPL	0																		
30	Kwitansi Kecil PPL	2													2					
31	Lem Glue Stick Kenko 25gr	0								2										
32	Map gantung	1					1													
33	Map L F4 Folder One	9	2				2			1				1	4					
34	Nota kecil 1 ply	0																		
35	Ordner 1/2 Folio	0																		
36	Ordner Folio	0						12												
37	Paper Clip no.5 Joyko	3					1													2
38	Trigonal Clip no.3 Joyko	4					2			1										2
39	Pembolong Kertas Kecil No.30 Joyko	0																		
40	Pembolong Kertas Kecil No.85 Joyko	3					3													
41	Penggaris Mika 30cm	0																		
42	Post It 654 3M	7					5													2
43	Spidol Kecil PW-1 Snowman	0																		
44	Spidol WB Permanent	12	3		4		5													
45	Spidol WB non Permanent	9			6		3													
46	Stabilo Joyko	0																		
47	Stamp Pad (Biru)	0																		
48	Stamp Pad (Biru) isi tintanya	0								2										
49	Stapler Max HD10	2		2					3											
50	Stapler Max HD50 (besar)	0							3											
	Zipper pocket	24					24													
	lakban hijau	2	2																	
	Sign here	2				2														
	Label tom n jerry No.103	1													1					
	Magnet Whiteboard	1										1								

1	Kertas A4 70gr	88			5	15		25	5	5	5			2	13	10				3
2	Kertas A4 80gr	0																		
3	Kertas A4 Hijau	0																		
4	Kertas A4 Kuning	0																		
5	Kertas F4	5		5																
6	Kertas CF 9 1/2" x 11", 3 ply	0																		
7	Kertas CF 9 1/2" x 11", 4 ply	6								6										
8	Kertas CF 9 1/2" x 11", 2 ply	8											8							
9	Kertas CF 9 1/2" x 11/2", 2 ply	0																		
10	Kertas CF 9 1/2" x 11/2", 3 ply	0																		
11	Kertas CF 9 1/2" x 11/2", 4 ply	7			3		4													
12	Lakban Bening	41					30		1	1				6						3
13	Lakban Coklat	19					10							6						3
14	Plastik warp	5																		5
15	Benang Karung	0																		
16	Materai	270				100	20			100					30					20