

## PURCHASE REQUEST (SUSPENSES REQUEST)

-BANDUNG-  
Makuta

## DIVISION

- ☐ Management  
☐ Operation  
☐ HC & GA
- ☒ Finance & IT  
☐ Warehousing/ DC/ R&D  
☐ Marketing

## CATEGORIES

- ☐ Bahan Baku  
☐ Utilities  
☐ Travel  
☐ M&R  
☒ Equipment  
☐ Others

## DOCUMENTS

- ☐ Price Quotation  
☐ Invoice  
☒ Other

PR Number : FINANCE ACCOUNTING &amp; IT/07102021/005/ST00019

Date Request : 07 Oktober 2021

Due Date : 07 Oktober 2021

No	Invoice Number	Vendor Name	Description	Qty	Satuan	Price/Unit	Total	Tax	Disc%	Amount
1		<a href="http://www.moota.co">www.moota.co</a>	Token Robot Payment Gateway	1	Token	Rp 50,000	Rp 50,000			Rp 50,000
2										
3										
4										
5										
6										
7										
8										
9										
10										
TOTAL							Rp 50,000	Rp -	Rp -	Rp 50,000

## Payment Method

- ☒ Bank Transfer  
☐ Advance

Name : Arif A Saepudin

Bank : MANDIRI

Rek Account : 132-00-2263714-5

## Note Company

Top Up Token Robot Payment Gateway Moota (Plugins Ecommerce)



Total Pembayaran sebesar Rp. 50.000,-(Lima Puluh Ribu Rupiah)

INCLUDE TAX

EXCLUDE TAX

## Note Vendor

## APPROVAL

REQUESTOR	CHECK BY	F&A DIVISION	HEAD DEPARTEMENT	GENERAL MANAGER	DIRECTOR
					
Arif Ahmad S	GITA	LUCKY WIBISONO		QUDRATI	FITRA OLID JOANDA

## PR NOTE :

Note: \* Requestor wajib settlement maksimal 7 hari kerja untuk PR Suspenses Request

\*\* PR (suspenses request) akan diproses apabila Requestor sudah melakukan settlement atas PR sebelumnya

\*\*\* PR dibuat rangkap 2 (dua), Asli ke Finance

\*\*\*\* Tanda Tangan Wajib Lengkap

\*\*\*\*\* Approval Purchase Request Sampai dengan General Manager Untuk Nilai 0 s/d Rp. 5,000,000.-

\*\*\*\*\* Approval Purchase Request Sampai dengan Direktur Untuk di atas Rp. 5,000,000.-