

PURCHASE REQUEST (SUSPENSES REQUEST)

-BANDUNG-
Makuta

DIVISION

☐ Management ☒ Finance & IT

☐ Operation ☐ Warehousing/ DC/ R&D

☐ HC & GA ☐ Marketing

CATEGORIES

☐ Bahan Baku

☐ Utilities

☐ Travel

☐ M&R

☒ Equipment

☐ Others

DOCUMENTS

☒ Price Quotation

☐ Invoice

☒ Other

PR Number : FINANCE ACCOUNTING & IT/10112021/005/SR00020/2021

Date Request : 10 November 2021

Due Date : 14 November 2021

No	Invoice Number	Vendor Name	Description	Qty	Satuan	Price/Unit	Total	Tax	Disc%	Amount
1		Sulis Sarana Informatika	Perpanjang Email Hosting	1	Unit	Rp 1.980.000	Rp 1.980.000			Rp 1.980.000
2		Officeku id	Lisensi Office Profesional	1	Unit	Rp 80.000	Rp 80.000			Rp 80.000
3										
4										
5										
6										
7										
8										
9										
10										
TOTAL							Rp 2.060.000	Rp -	Rp -	Rp 2.060.000

Payment Method

- ☒ Bank Transfer
- ☐ Advance

Name : Arif A Saepudin

Bank : MANDIRI

Rek Account : 132-00-2263714-5

Note Company



Perpanjang Email Hosting bandungmakuta.com

Total Pembayaran sebesar Rp. 2.060,000.- (Dua Juta Enam 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.-