**PERMOHONAN PENGADAAN BARANG / JASA**

**.........**

Departemen :

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Nama Barang** | **Ukuran/ Type/ Merk** | **Jumlah** | **Lead Time** | **Need By Date** | **Keterangan** |
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*Catatan : Permintaan / pesanan barang harus dilengkapi dengan contoh*

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| Pemesan | Mengetahui | Purchasing | |
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| --- | --- | --- |
| Dibuat oleh | Diperiksa oleh | Disetujui oleh |
|  |  |  |
| Mgr. Purchasing | MR | Direktur |
|  |  |  |