

Form Permintaan Expense

No Dokumen : EXP-2023-01250

Departmen : SALES MARKETING

Transfer ke Bank BCA. Nomor Rekening 7530180144 - Efrila Frinti Nurdwianti

| No | Tgl Pengajuan | Nama Barang | Spesifikasi | Jml | Tgl Dibutuhkan | Biaya Satuan | Total Biaya | Kasbon |
|--------------|---------------|----------------------------------|---|-----|----------------|--------------|---------------|-----------|
| 1 | 02/11/2023 | Kasbon Tamu Okamura Oktober 2023 | | 1 | 10/10/2023 | 0 | 0 | 2,100,000 |
| 2 | 02/11/2023 | Entertaint | Snack Yamaji, Koga, Noreen, Representative Sankyu 3 orang, Representative packing 2 orang | 1 | 25/10/2023 | 154,300 | 154,300 | 0 |
| 3 | 02/11/2023 | Entertaint | Starbucks Yamaji, Koga, Noreen, Representative Sankyu 3 orang, Representative packing 2 orang | 1 | 25/10/2023 | 284,500 | 284,500 | 0 |
| 4 | 02/11/2023 | Bensin | BBM SPBU 3117504 (B1502FZQ) | 10 | 25/10/2023 | 10,000 | 100,000 | 0 |
| 5 | 02/11/2023 | Entertaint | Kue untuk Yamaji, Koga, Noreen | 1 | 25/10/2023 | 150,000 | 150,000 | 0 |
| Total | | | | | | | 688,800 | 2,100,000 |
| Saldo | | | | | | | (-1,411,200) | |

Mengajukan


EFRILA

Mengetahui

Menyetujui


MANSYUR

REALISASI KASBON TAMU OKAMURA

PERIODE : 25 Oktober 2023

Nama Tamu : Yamaji, Koga, Noreen, Representative Sankyu 3 orang, Representative packing 2 orang

| TGL | No. | KETERANGAN | BUDGET ON HAND | DEBIT | KREDIT | SALDO | KLASIFIKASI KELOMPOK BIAYA | | | | | TOTAL |
|-----------|-----|---|----------------|--------------|------------|--------------|----------------------------|---------------|-------------------------|------------|---------------|------------|
| | | | | | | | Tol & Parkir | Entertainment | Licenses & Contribution | Cell phone | Gasoline | |
| 26-Oct-23 | | Finance transfer 25 Oktober 2023 | | Rp 2.100.000 | | Rp 2.100.000 | | | | | | |
| | | Lain - lain : | | | | | | | | | | |
| 25-Oct-23 | 1 | Snack Yamaji, Koga, Noreen, Representative Sankyu 3 orang, Representative packing 2 orang | | | Rp 154.300 | Rp 1.945.700 | | Rp 154.300.00 | | | | Rp 154.300 |
| 25-Oct-23 | 2 | Starbucks Yamaji, Koga, Noreen, Representative Sankyu 3 orang, Representative packing 2 orang | | | Rp 284.500 | Rp 1.661.200 | | Rp 284.500.00 | | | | Rp 284.500 |
| 25-Oct-23 | 3 | BBM SPBU 3117504 (81502FZQ) | | | Rp 100.000 | Rp 1.561.200 | | | | | Rp 100.000.00 | Rp 100.000 |
| 25-Oct-23 | 4 | Kue untuk Yamaji, Koga, Noreen | | | Rp 150.000 | Rp 1.411.200 | | Rp 150.000.00 | | | | Rp 150.000 |
| | | | | Rp 2.100.000 | Rp 688.800 | Rp 1.411.200 | Rp - | Rp 588.800 | Rp - | Rp - | Rp 100.000 | Rp 688.800 |

Penembalian ke Finance

Rp 1.411.200 C

RINCIAN UANG:

A. UANG KERTAS:

| | |
|------------|---|
| Rp 100.000 | x |
| Rp 50.000 | x |
| Rp 20.000 | x |
| Rp 10.000 | x |
| Rp 5.000 | x |
| Rp 2.000 | x |
| Rp 1.000 | x |

B. UANG LOGAM:

| | |
|----------|---|
| Rp 1.000 | x |
| Rp 500 | x |
| Rp 200 | x |
| Rp 100 | x |
| Rp 50 | x |
| Rp 25 | x |
| D | |

NOTE: JUMLAH ACTUAL PETTY CASH ON HAND DENGAN RINCIAN UANG HARUS SAMA (C = D + E)

DIBUAT OLEN.

(EPRILA)

DISERETUJUKAN OLEN.

(MANSYUR)

Ditransfer ke (BCA 7530180144 - a.n Efrila Fritni Nurdwanditi)

