

PT PERMODALAN NASIONAL MADANI

Kepada : General Affairs

Tanggal : 31/08/2015

RINCIAN PERMINTAAN ALAT TULIS KANTOR

Kode brg	Nama Barang	Satuan	Stok	Jumlah Permintaan	jml_ambil	Catatan
001	Paper Clip	pack	90	56	10	
002	Pulpen	biji	300	200	200	
003	Tinta Printer	botol	2,200	1,500	800	
004	Kertas A4	pack	40	56	60	
006	Isi Stapless	pack	12	6	0	

	PEMOHON	Disetujui KA.DIV	FAICS	Bag.Purchasing/PSS	Menyetujui KA.DIV
Tanda Tangan					
Nama					
Divisi			Genneral Affairs	Genneral Affairs	Genneral Affairs
Tanggal					

Today	This Week	This Month			
		1st week	2nd week	3rd week	4th week

Note :

A=Available on Stock,
NA=Not available on stock

B=Budgetting, NB=Non
Budgetting