

No : Hutang Vendor (001097 / APVENDOR/WJTG/02/2017)

46

## VERIFIKASI PENGAJUAN PJB / REMBURSEMENT

Divisi : Keuangan

Unit Kerja :

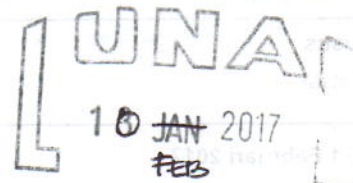
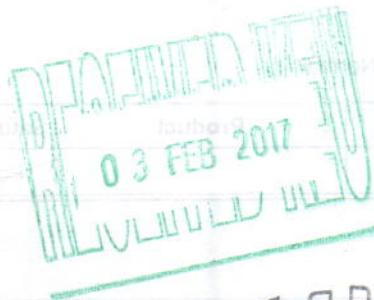
Pekerjaan : Akomodasi Penginapan rapat manajemen



Nilai : 368.000

Sisa Dana :

### KELENGKAPAN DOKUMEN

<input type="checkbox"/>	UPJ
<input type="checkbox"/>	BPK
<input type="checkbox"/>	BPB
<input type="checkbox"/>	SO
<input type="checkbox"/>	RAB
<input type="checkbox"/>	RAB Bisnis
<input type="checkbox"/>	Justifikasi
<input type="checkbox"/>	Bukti Pengeluaran
<input type="checkbox"/>	Copy PUM
<input checked="" type="checkbox"/>	Doc Pelengkap Lain (invoice Vendor)



VERIFIKASI	DICOMPLETE	MENYETUJUI
NAMA : Nabilah F TGL : PARAF : 	NAMA : TGL : PARAF :	NAMA : Mike G TGL : 3/2/17 PARAF : 

# Koperasi Telekomunikasi Selular (kiSEL)

KANTOR WILAYAH JATENG & DIJ



## BUKTI PENGELUARAN KAS

		TANGGAL 03.02.17	NOMOR AKT : TANGGAL :
DIBAYAR KEPADA	PT. LINGGA JATI KEMIKO		<input type="checkbox"/> TUNAI <input type="checkbox"/> BANK CEK/GIRO BILYET/TRANSFER
ALAMAT			
NAMA BANK	BCA SULTAN AGUNG NO. 1A1 SM6		NOMOR :
NOMOR REKENING	816.580.8866		BANK :
NOMOR NPWP			NO. REK :
REFF SPP NO.			BEBAN ANGGARAN

UNTUK KEPERLUAN	VALUTA ASING	RUPIAH
Akomodasi Penginapan Rapat Manajemen		368.000
JUMLAH		368.000

TERBILANG TIGA RATUS ENAM PULUH DELAPAN RUPIAH

### MENYETUJUI

PENGURUS / GM	DIPERIKSA OLEH (BAG. KEU.)	DIVISI		KASIR
		MENGETAHUI ATASAN YBS	DIAJUKAN OLEH	
TGL :	TGL : 03.02.17	TGL : 03.02.17	TGL : 03.02.17	TGL : 03.02.17
( ..... )	( MIKE G )	( NABILAH )	( NITA )	( AFU )

PENERIMA,

### AKUNTANSI

KODE PERKIRAAN	IDENTIFIKASI	DEBET	KREDIT
JUMLAH			



# Koperasi Telekomunikasi Selular (kiSEL)

KANTOR WILAYAH JATENG & DIJ



## BUKTI PENGELUARAN KAS

		TANGGAL 03.02.17	NOMOR AKT : TANGGAL :
DIBAYAR KEPADA	PT. LINGGA JATI KENIKO		<input type="checkbox"/> TUNAI <input type="checkbox"/> BANK CEK/GIRO BILYET/TRANSFER
ALAMAT			
NAMA BANK	BCA SULTAN AGUNG NO. 141 SMG		NOMOR :
NOMOR REKENING	816.580.8866		BANK :
NOMOR NPWP			NO. REK :
REFF SPP NO.			BEBAN ANGGARAN

UNTUK KEPERLUAN	VALUTA ASING	RUPIAH
Akomodasi Perumahan Rapat Manajemen		368.000
JUMLAH		368.000

TERBILANG TIGA RATUS ENAM RULUH DELAPAN RUPIAH

### MENYETUJUI

PENGURUS / GM	DIPERIKSA OLEH (BAG. KEU.)	DIVISI		KASIR
		MENGETAHUI ATASAN YBS	DIAJUKAN OLEH	
TGL :	TGL : 03.02.17	TGL : 03.02.17	TGL : 03.02.17	TGL : 03.02.17
( ..... )	( ..... )	( ..... )	( ..... )	( ..... )

PENERIMA,

### AKUNTANSI

KODE PERKIRAAN	IDENTIFIKASI	DEBIT	KREDIT
JUMLAH			

mr = 000053 / mr / gm / wstb / 01 / 2017

3/17  
2

LAPORAN PENGELUARAN  
Invoice Akomodasi Penginapan Rapat Manajemen  
Semarang, 11 Januari 2017

Tanggal	Uraian	Total
11-Jan-17	Invoice Hotel Neo a.n Anwar	368.000
	<b>Total Pengeluaran</b>	<b>368.000</b>
	<b>Total Pengeluaran</b>	<b>368.000</b>

Semarang, 30 Januari 2016

Diajukan Oleh

Anastasia Novari Y.P.  
Sekretaris

Mengetahui

Dadang Herdiana  
Manager SDM Adum

Menyetujui

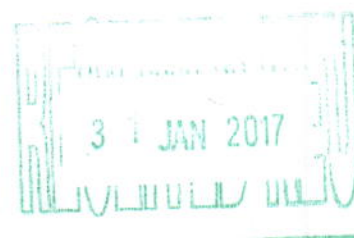
Mike Gradiyanti  
Mahager Keuangan

**Transfer to:**

PT.LINGGA JATI KEMIKO  
BCA Sultan Agung No.141 Semarang  
A/C 816.580.8866

① nomor bill telah masuk 31/1/17 8

00054 / APPROOK / 02/02/2017





**KISEL, KOPERASI TELKOMSEL**

Jl. Merapi No. 11

Gajahmungkur

Telp : 024 - 8504555

Fax : 081226156828

**INVOICE**

Date	17 January 2017
Invoice No.	00004110-1

Payment Due Date	17/01/2017
Amount Due	Rp368,000.00

Dear Sir/Madam

Thank you for choosing "Hotel Neo Candi Semarang" - please find enclosed the following invoice:

No.	Period Date		Description	Rp.	Amount
1	11-Jan-17	12-Jan-17	ANWAR, MR	Rp	368,000
GRAND TOTAL				Rp	368,000

Kindly transfer your payment to our account at:

**BANK BCA**

Jl. Sultan Agung No. 141, Semarang

A/C NAME

: PT. LINGGA JATI KEMIKO

A/C NO

: 816.580.8866 (Rupiah)

- The Hotel must receive the full amount.
- Please provide our accounting department of payment by fax to 024 - 850 9911 or scan and email to [candiaria@neohotels.com](mailto:candiaria@neohotels.com)
- Any payments made to anywhere or anyone else except this bank account will not be accepted as proof of payment

Prepared by:

Yashinta Arindi - Account Receivable  
[candiaria@neohotels.com](mailto:candiaria@neohotels.com)

Acknowledged by:

Setiyo Asihananto - Chief Accountant  
[candica@neohotels.com](mailto:candica@neohotels.com)

Hotel Neo Candi Semarang

Jl. S. Parman No. 56, Semarang 50232 - Indonesia, t : +62 (24) 850 9900, f : +62 (24) 850 9911, e : [candiinfo@neohotels.com](mailto:candiinfo@neohotels.com)

## GUARANTEE LETTER

In the undersigned :

Name : Mrs Rara  
Position : Secretary  
Address : Semarang  
Tlp / Fax : -  
Mobile Phone : 081226156828  
Number of Room : 1 Room  
Arrival & Departure date : Check in 11 - 12 January 2017  
Guest Name : MR ANWAR

**Rate IDR 368.000 x 1 Night = Rp 368.000,-**

Standart Room include breakfast as schedule will be charge by company with and the others expense should be charge as personal .

Thank you for your kind attention .

You're sincerely,



Mrs. Rara

(sign with stamp)



Jl. S. Parman No. 56  
Semarang 50232 - Indonesia  
t : +62 (24) 850 9900  
f : +62 (24) 850 9911  
e : candiinfo@neohotels.com

## NON - STAY GUEST FOLIO

Name : KISEL, KOPERASI TELKOMSEL  
Bill No : 63862 / 1

Date	Description	Qty	Amount
13/01/17	Company Ledger/GL RCVD 13/01/17	1	-368,000.00
			Balance : -368,000.00

Printed by :  
SI - 13/01/2017 11:43

Signature \_\_\_\_\_

Jl. S. Parman No. 56, Semarang 50232 - Indonesia, t : +62 (24) 850 9900, f : +62 (24) 850 9911, e : candiinfo@neohotels.com





Jl. S. Parman No. 56  
Semarang 50232 - Indonesia  
t : +62 (24) 850 9900  
f : +62 (24) 850 9911  
e : candiinfo@neohotels.com

Come back soon...

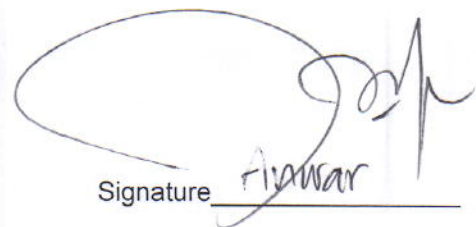
KISEL, KOPERASI TELKOMSEL

**ANWAR. MR**

Room Number : 233  
Adults/Child : 2  
Arrival Date : 11/01/17  
Departure Date : 12/01/17  
Payment :  
Bill No : 63856 / 2

Date	Description/Voucher	Qty	RmNo	Amount
11/01/17	Room Charge	1	233	368,000.00
Balance				368,000.00

*I agree to remain personally liable for the payment of the account if the corporation or other third party billed fails to pay part or all of these charges.  
My signature is authorization for Neo Candi Semarang to use credit card imprinted for the payment of these charges.*

  
Signature Anwar

Please check that you have not left any valuables in the in-room personal safe.  
Thank You for choosing to stay with us and we wish you pleasant onward journey





## 'WELCOME - SELAMAT DATANG'

LAST NAME : ANWAR	FIRST NAME :	NO OF GUEST : 2
ARRIVAL DATE : 11/01/2017 ETA : 00:00	DEPARTURE DATE : 12/01/2017 ETD : 00:00	MEMBERSHIP NUMBER :
HOME ADDRESS :	EMAIL : <i>Arw.2312@gmail.com</i>	
PASSPORT / ID CARD NUMBER :	NATIONALITY : INA	
MOBILE NO : <i>0813 5000 1800</i>	PAYMENT METHOD :	

### PLEASE NOTE

- Check-in time starts at 2pm and Check-out time is 12noon.
- Room safe is provided - the hotel will not accept any liability for valuables left in your room.
- The hotel will not be responsible for accident or injury to guests.
- Cash payments or deposits can only be accepted in Indonesian Rupiah.
- There is a 2 million Rupiah penalty for any guest found smoking in a non-smoking room.
- My signature is authorization for the hotel to use credit card imprinted for the payment of my account.
- I agree to receive e-mails from Archipelago International regarding my stay experience and exclusive benefits.

### GUEST SIGNATURE :

*Anwar*

ROOM NUMBER : 233 TYPE : STD / 1	SOURCE OF BOOKING : PURPOSE OF STAY : BUSINESS	ROOM RATE : 368,000.00 DEPOSIT :
Checked In by :	Escorted by :	

Jl. S. Parman No. 56, Semarang 50232 - Indonesia, t : +62 (24) 850 9900, f : +62 (24) 850 9911  
www.neohotels.com



## NOTA BISNIS

Nomor : 021/GM-JTG/HR-03/II/2017  
Kepada : - Senior Advisor Business Jateng & DIY  
Dari : - Para Manager Wilayah Jateng & DIY  
Lampiran : General Manager Wilayah Jateng & DIY  
Perihal : Undangan Rapat Manajemen

1. Dalam rangka mengevaluasi dan mereview bersama atas kinerja bulan Desember 2016, maka kami mengundang Senior Advisor Business dan seluruh Manager di Kisel Wilayah Jateng & DIY untuk menghadiri Meeting Manajemen yang dilaksanakan pada :

Hari/ Tanggal : Rabu 11 Januari 2017  
Waktu : 09.00 WIB - Selesai  
Tempat : Ruang Meeting Kantor Wilayah Kisel Jateng & DIY  
Jl. Merapi No.11, Gajahmungkur Semarang  
Agenda : Rapat Manajemen

2. Mengingat pentingnya acara tersebut, maka Saudara/i dimohon dapat hadir tepat waktu.
3. Demikian disampaikan, atas perhatian dan kehadirannya diucapkan terima kasih.

Semarang, 09 Januari 2017

**Wahyu Bagus Purwadi**  
NIK. 77056

Tembusan:  
Arsip