**Surat Permohonan Pengadaan Barang**

Nomor :

Nama Unit Kerja : Dept. IT

Tanggal :

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| --- | --- | --- | --- | --- | --- |
| **No** | **Nama Item** | **QTY** | **Untuk Keperluan** | **Harga Satuan** | **Jumlah** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
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| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |
| 11. |  |  |  |  |  |
| 12. |  |  |  |  |  |
| 13. |  |  |  |  |  |
| 14. |  |  |  |  |  |
| 15. |  |  |  |  |  |

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| **Disetujui Oleh**  **Finance** |  | **Mengetahui,**  **Direktur PT BUMI** |  | **Pemohon**  **Dept. IT** |
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**Surat Permohonan Pengadaan Barang**

**(Berkala)**

Nomor :

Nama Unit Kerja : Dept. IT

Tanggal :

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| --- | --- | --- | --- | --- | --- |
| **No** | **Nama Item** | **QTY** | **Untuk Keperluan** | **Harga** | **Termin Pembayaran** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
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| 11. |  |  |  |  |  |
| 12 |  |  |  |  |  |
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| **Disetujui Oleh**  **Finance** |  | **Mengetahui,**  **Direktur PT BUMI** |  | **Pemohon**  **Dept. IT** |
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|  |  |  |  |  |