1. **DAFTAR KEBUTUHAN BAHAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Kejuruan/Dept** | **:** | **Bisnis dan Manajemen**  | **Group** | **:** | **A / 15 Peserta** |
| **Sub Kejuruan** | **:** | **PROGRAM DIKLAT KEARSIPAN BAGI KARYAWAN DI LINGKUNGAN KERJA** |  |  |  |

| **No** | **Nama Barang** | **Spesifikasi/Merk/Type/Ukuran** | **Satuan** | **Jumlah** | **Keterangan** |
| --- | --- | --- | --- | --- | --- |
| **1** | Kertas putih A4 | 70 gram | Rim | 1 |  |
| **2** | Spidol White Board | Warna Hitam | Pak | 2 |  |
| **3** | Penghapus Papan | Whiteboard magnetik | Buah | 1 |  |
| **4** | Map Folder / Hanging Folder | Ukuran F4 | Buah | 75 |  |
| **5** | Map snelhecter | Ukuran F4 | Buah | 75 |  |
| **6** | Pensil | 2B | Pak | 2 |  |
| **7** | Bolpoint | Snowman | Pak | 2 |  |
| **8** | Kertas Samson | Ukuran 1 Meter | Lembar | 45 |  |
| **9** | Boxes Arsip | Bahan Kardus | Buah | 60 |  |

 Banyuwangi, 01 September 2020

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| Petugas Gudang, | Penyetujui Kepala/Manajer, | Penerima, | Pemohon, |
| ( Fitri Aprilia ) | D:\Seagate\ALIT MERTHAYASA\E-SIGN LSP\IMG-20200624-WA0063 (1).jpg(Ahmad Usman) | D:\Seagate\ALIT MERTHAYASA\E-SIGN LSP\IMG-20200624-WA0062.jpg(Mohamad Fauzi) | C:\Users\eferlind\Pictures\ttd ekky.jpg(Ekky Dwi Ferlinda) |

1. **DAFTAR PENGAMBILAN BAHAN (BUKU BON)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Kejuruan/Dept** | **:** | **Bisnis dan Manajemen**  |  | **Mulai Tanggal Pelatihan** | **:** | **10 September 2020** |
| **Sub Kejuruan** | **:** | **PROGRAM DIKLAT KEARSIPAN BAGI KARYAWAN DI LINGKUNGAN KERJA** |  | **s/d Tanggal** | **:** | **13 September 2020** |
| **No** | **Nama Barang** | **Spesifikasi/Merk/Type/Ukuran** | **Satuan** | **Jumlah** | **Keterangan** |
| **1** | Kertas putih A4 | 70 gram | Rim | 1 |  |
| **2** | Spidol White Board | Warna Hitam | Pak | 2 |  |
| **3** | Penghapus Papan | Whiteboard magnetik | Buah | 1 |  |
| **4** | Map Folder / Hanging Folder | Ukuran F4 | Buah | 75 |  |
| **5** | Map snelhecter | Ukuran F4 | Buah | 75 |  |
| **6** | Pensil | 2B | Pak | 2 |  |
| **7** | Bolpoint | Snowman | Pak | 2 |  |
| **8** | Kertas Samson | Ukuran 1 Meter | Lembar | 45 |  |
| **9** | Boxes Arsip | Bahan Kardus | Buah | 60 |  |

 Banyuwangi, 01 September 2020

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| --- | --- | --- | --- |
| Petugas Gudang, | Penyetujui Kepala/Manajer, | Penerima, | Pemohon, |
| ( Fitri Aprilia ) | D:\Seagate\ALIT MERTHAYASA\E-SIGN LSP\IMG-20200624-WA0063 (1).jpg(Ahmad Usman) | D:\Seagate\ALIT MERTHAYASA\E-SIGN LSP\IMG-20200624-WA0062.jpg(Mohamad Fauzi) | C:\Users\eferlind\Pictures\ttd ekky.jpg(Ekky Dwi Ferlinda) |

1. **DAFTAR PEMAKAIAN BAHAN**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Kejuruan** | **:** | **Bisnis dan Manajemen** | **Group** | **:** | **A /15 Peserta** |
| **Sub Kejuruan** | **:** | **PROGRAM DIKLAT KEARSIPAN BAGI KARYAWAN DI LINGKUNGAN KERJA** |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Nama Barang/****Spesifikasi** | **Diterima** | **Dikeluarkan** | **Sisa** | **Ket.** |
| **Tgl** | **Jmh** | **Tgl** | **Jmh** |
| **1** | Kertas putih A4 | 10/09/20 | 1 | 13/09/20 | 1 | 0 | Rim |
| **2** | Spidol White Board | 10/09/20 | 2 | 13/09/20 | 2 | 0 | Pak |
| **3** | Penghapus Papan | 10/09/20 | 1 | 13/09/20 | 1 | 0 | Buah |
| **4** | Map Folder / Hanging Folder | 10/09/20 | 75 | 13/09/20 | 75 | 0 | Buah |
| **5** | Map snelhecter | 10/09/20 | 75 | 13/09/20 | 75 | 0 | Buah |
| **6** | Pensil | 10/09/20 | 2 | 13/09/20 | 2 | 0 | Pak |
| **7** | Bolpoint | 10/09/20 | 2 | 13/09/20 | 2 | 0 | Pak |
| **8** | Kertas Samson | 10/09/20 | 45 | 13/09/20 | 45 | 0 | Lembar |
| **9** | Boxes Arsip | 10/09/20 | 60 | 13/09/20 | 60 | 0 | Buah |

Banyuwangi, 01 September 2020

Instruktur,



(Ekky Dwi Ferlinda)