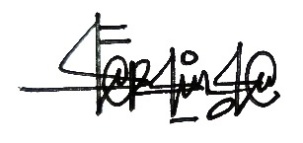
1. **DAFTAR KEBUTUHAN PERALATAN**

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

| **No** | **Nama Peralatan** | **Spesifikasi/Merk/Type/**  **Ukuran** | **Satuan** | **Jumlah** | **Keterangan** |
| --- | --- | --- | --- | --- | --- |
| **1** | Laptop | Processor Core I5 | Unit | 1 | Siap Pakai |
| **2** | Mouse | Wireless/Wire | Buah | 1 | Siap Pakai |
| **3** | Flashdisk | Berkapasitas Minimal 4 GB | Buah | 2 | Siap Pakai |
| **4** | Filing Kabinet | Susun 4 | Buah | 2 | Siap Pakai |
| **5** | Stop Kontak | 5 Lobang | Buah | 1 | Siap Pakai |

Banyuwangi, 01 September 2020

Instruktur,



(Ekky Dwi Ferlinda)

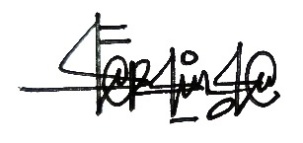
1. **BON PEMINJAMAN PERALATAN**

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

| **No** | **Nama Peralatan** | **Spesifikasi/Merk/Type/**  **Ukuran** | **Satuan** | **Jumlah** | **Keterangan** |
| --- | --- | --- | --- | --- | --- |
| **1** | Laptop | Processor Core I5 | Unit | 1 | Siap Pakai |
| **2** | Mouse | Wireless/Wire | Buah | 1 | Siap Pakai |
| **3** | Flashdisk | Berkapasitas Minimal 4 GB | Buah | 2 | Siap Pakai |
| **4** | Filing Kabinet | Susun 4 | Buah | 2 | Siap Pakai |
| **5** | Stop Kontak | 5 Lobang | Buah | 1 | Siap Pakai |

Banyuwangi, 01 September 2020

Instruktur,



(Ekky Dwi Ferlinda)

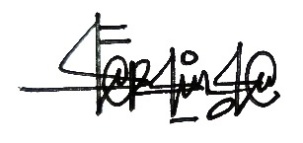
1. **DAFTAR PEMAKAIAN PERALATAN**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Nama Barang/**  **Spesifikasi** | **Diterima** | | **Dikeluarkan** | | **Ket.** |
| **Tgl** | **Jmh** | **Tgl** | **Jmh** |
| **1** | Laptop | 10/09/20 | 1 | 13/09/20 | 1 | Unit |
| **2** | Mouse | 10/09/20 | 1 | 13/09/20 | 1 | Buah |
| **3** | Flashdisk | 10/09/20 | 1 | 13/09/20 | 1 | Buah |
| **4** | Filing Kabinet | 10/09/20 | 4 | 13/09/20 | 4 | Buah |
| **5** | Stop Kontak | 10/09/20 | 4 | 13/09/20 | 4 | Buah |

Banyuwangi, 01 September 2020

Instruktur,



(Ekky Dwi Ferlinda)

1. **LAPORAN PEMELIHARAN PERALATAN**

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

**Nama Peralatan : Laptop**

**Spesifikasi : 1 Unit**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | | **Gambar** | | **Kondisi Peralatan** | | | |
| **1** | |  | | **Laptop lambat** | | | |
|  | | | | | |
| **Kegiatan Pemeliharaan** | | | | | |
| **Dilakukan Pergantian RAM** | | | | | |
|  | | | | | |
| **WAKTU/LAMA KEGIATAN PEMELIHARAAN** | | | | | |
| **Hari/Tanggal** | **Waktu/Jam** | **Kegiatan** | | | **Keterangan** |
| **05 September 2020** | **4 Jam** | **Pergantian RAM** | | | **Selesai Jam 15:00** |
|  |  |  | | |  |
|  |  |  | | |  |
|  | | | | | | | |
| **RINCIAN BIAYA** | | | | | | | |
| **No** | **Nama Peralatan** | | **Spesifikasi** | | **Satuan** | **Biaya** | |
| **1** | **Beli RAM 4 GB** | | **1** | |  | **Rp. 600.000** | |
|  |  | |  | |  |  | |
|  | | | | | | | |
| **Rekomendasi/Saran** | | | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **Penanggung Jawab (Kajur/Instruktur)** | | | **UNIT M & R** | | | | |
| C:\Users\eferlind\Pictures\ttd ekky.jpg  **Ekky Dwi Ferlinda** | | | **Penanggung Jawab (Bag. TU)** | | **Teknisi** | | |
| D:\Seagate\ALIT MERTHAYASA\E-SIGN LSP\IMG-20200624-WA0062.jpg  **Mohd. Lukman** | | **Muhammad Adi** | | |