

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

FILLED BY ADMIN		
PR NO: <u>50HV220002</u>	DATE RECEIVED FROM USER: <u>17mar22</u>	RECEIVED BY: <u>GB</u>
DATE SUBMITS PR TO BE APPROVED: _____	DATE RECEIVED PR APPROVED: _____	
DATE INPUT TO REPORT: <u>18mar22</u>	DATE SUBMITS PR TO BUYER: <u>18mar22</u>	RECEIVED BY: <u>MW</u>
PR SAP NO: _____	EVI NO: _____	DATE APPROVED PR SAP: _____

FILLED BY BUYER & PUREPS		
DATE PR CLEAR SPECIFICATION FROM USER: _____		
DATE SUBMIT PR AND SUPPORT DOCUMENTS TO PUREPS: _____	RECEIVED BY: _____	
DATE RAISE PO SAP/TRADE: _____	PO SAP/TRADE NO: _____	DATE APPROVED: _____
DATE SUBMITS PO SAP/TRADE TO ADMIN: _____	RECEIVED BY: _____	
DATE SUBMITS PO TO SUPPLIER: _____	SUPPLIER NAME: _____	
DATE SUBMITS PO TO USER: _____	RECEIVED OF USER BY: _____	

FILLED BY EXPEDITOR & ADMIN		
DATE RECEIVED GOODS FROM SUPPLIERS / PROVIDER: _____	RECEIVED BY: _____	
DATE SUBMITS GOODS TO USER: _____	RECEIVED BY: _____	
DATE GR PROCESS: _____	GR PROCESS BY: _____	GR NO: _____
DATE SUBMITS TA TO ADMIN: _____	DATE TA INPUT TO REPORT: _____	

TO BE CHECKED BY ADMIN BEFORE FILING DOCUMENT

- | | |
|--------------------------|--|
| <input type="checkbox"/> | PR |
| <input type="checkbox"/> | PO/CASH * |
| <input type="checkbox"/> | SUPPORT DOCUMENT (BIDDING, FOTO, EMAIL, DLL) |
| <input type="checkbox"/> | TRANSMITTAL ADVICE (TA) / BAST |

Binder File Name (nama penyimpanan file di binder): _____
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DATE SCAN DOC: _____

DATE FILING DOC: _____

PT Trakindo Utama

Purchase Request Manual Form

PR date : 17 / 03 / 2022

PR No. 50HV220002

Requestor : Andarias Palungan

PR Type : OPEX

e-Mail : apalunga@fmi.com

If CAPEX, select type : Standard

Plant Code : 1C50 - TIMIKA

Account. Assign. Cat. : K - Cost Center

Department : Facility Maintenance

Reason of purchase (Include justification for replacement)

Division : Tembapapura

Cost Center : 10C5060HA
10C9060HA

Biaya jahit tagline for lifting tools in CRC Shop (24 Ea)

Biaya jahit tagline for lifting tools in MRC Shop (12 Ea)

Required date : 21 / 03 / 2022

Deliver to : FMD office workshop 2nd floor

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Cost Estimation (Total Price)	Category	Sub Category	GL Account / Fixed Asset No.
1	Biaya Jahit Tagline	N2001 - Facility Maintenance	36	Ea	Rp 15,000	Rp 540,000	Maintenance	MC_Building_Facilities_Maintenance_Materials	7000003501 - MC - Building & Facility Maint Materials - Workshop
						SUB TOTAL	Rp 540,000		
						PPN 10%	Rp -		
						GRAND TOTAL	Rp 540,000		

Additional notes:

Please urgent process to local market in Timika area

<p>Requestor</p>  <p>(Najiruddin) FMD Facility Maintenance Signature/Name/Date</p>	<p>Approval</p>  <p>(Andarias Palungan) FM Department Head Signature/Name/Date</p>	<p>Next Approval</p>  <p>(Irwan M. Sihaloho) KK Branch Manager Signature/Name/Date</p>
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PURCHASING SECTION TTD

Completion Status

Existing Supplier

New Supplier

Remarks/Comment:

[Signature] 18/3-22

Purchasing Category: Buyer Officer

Employee Benefit

Office Supplies

Information

Safety Supplies

Promotion

Training

Purchasing Category: Buyer Project

Consultant: Technical Assistant

PP Machine & Engine Parts/Accessories

Facilities

Vehicle

Consumable Material

Other

