

CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

FILLED BY ADMIN

PR NO: 49J0220014 DATE RECEIVED FROM USER: ¹⁴12-22 RECEIVED BY: EB
DATE SUBMITS PR TO BE APPROVED: _____ DATE RECEIVED PR APPROVED: _____
DATE INPUT TO REPORT: ¹⁴12-22 DATE SUBMITS PR TO BUYER: ¹⁴12-22 RECEIVED BY: FL
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):

DATE SCAN DOC: _____

DATE FILING DOC: _____



PT Trakindo Utama

Purchase Request Manual Form

PR date : 10 / 12 / 2022

PR No. 49J0220014

Requestor : Manombang Manik

PR Type : CAPEX

e-Mail : mmanik@fmi.com

If CAPEX, select type : Standard

Plant Code : 1C02 - TEMBAGAPURA

Account. Assign. Cat. : K - Cost Center

Department : HCSS

Reason of purchase (Include justification for replacement)

Division : General Affairs

Starter Kit untuk - Putut Suryono (5419)

Cost Center : 10C4930HY

Required date : 20 / 12 / 2022

Deliver to : GRS , Attn Manombang Manik

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Total Harga	Sub Category	GL Account / Fixed Asset No.
1	Electric Toaster with plug 22 V		1	Ea				7000001902
2	Electric Jug with plug 22 V		1	Ea				7000001902
3	Large Dinner Plate		6	Ea				7000001902
4	Small Dinner Plate		6	Ea				7000001902
5	Bowl		6	Ea				7000001902
6	Drinking Glasses		6	Ea				7000001902
7	Cup & Saucer		6	Ea				7000001902
8	Coffee Mug		6	Ea				7000001902
9	Table Fork		6	Ea				7000001902
10	Kitchen Knife		6	Ea				7000001902
11	Desert Spoon		6	Ea				7000001902
12	Tea Spoon		6	Ea				7000001902
13	Soup Spoon		1	Ea				7000001902
14	Bottle Opener		1	Ea				7000001902
15	Frying Pan		1	Ea				7000001902
16	Sauce Pan		1	Ea				7000001902
17	Frying Spatula		1	Ea				7000001902
18	Pyrex Oven Tray		1	Ea				7000001902
19	Can Opener		1	Ea				7000001902
20	Electric Steam Iron		1	Ea				7000001902
21	Metal Frame Ironing Board		1	Ea				7000001902
22	Garbage bin & garbage bag		1	Ea				7000001902
23	Doormats (Kain)		2	Ea				7000001902
24	Cable ext with plug 220V 4 Hole		5	Ea				7000001902

Requestor Signature/Date: 9 DEC 2022	1st Approval Signature/Name/Date: ANDREAS N, 13 DEC 2022	2nd Approval Signature/Name/Date: Ojama, 13/12/22	3rd Approval Signature/Name/Date Title :
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