

# CHECK LIST DOCUMENT PURCHASING

NO DOC: 08.22.04.2021 REV05

FILLED BY ADMIN

PR NO: 02.HV.230002 DATE RECEIVED FROM USER: 02.01.23 RECEIVED BY: GB  
DATE SUBMITS PR TO BE APPROVED: \_\_\_\_\_ DATE RECEIVED PR APPROVED: \_\_\_\_\_  
DATE INPUT TO REPORT: 02.01.23 DATE SUBMITS PR TO BUYER: 02.01.23 RECEIVED BY: MW  
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"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

PR  
PO/CASH \*)  
SUPPORT DOCUMENT ( BIDDING, FOTO, EMAIL, DLL)  
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 : 30 / 01 / 2023

PR No. 02HV230002

Requestor : Jody Lontaan

PR Type : OPEX

e-Mail : jody.lontaan@trakindo.co.id

If CAPEX, select type : Standard

Plant Code : 1C49 - TIMIKA

Account. Assign. Cat. : K - Cost Center

Department : HC & SS

Reason of purchase (include justification for replacement)

Division : TTD

Stater Kit for Bruce White

Cost Center : 10C6060HA

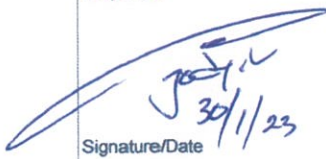
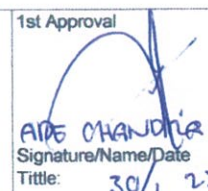


Required date : 04 / 02 / 2023

Deliver to : GRS - Attn. Manombang Manik

No.	Description	Material group	Qty	UoM	Cost estimation (per unit)	Category	Sub Category	GL Account / Fixed Asset No.
1	Electric Toaster with plug 22V		1	Ea				700001902
2	Electric Jug with plug 22V		1	Ea				700001902
3	Large Dinner Plate		6	Ea				700001902
4	Small Dinner Plate		6	Ea				700001902
5	Bowl		6	Ea				700001902
6	Drinking Glasses		6	Ea				700001902
7	Cup & Saucer		6	Ea				700001902
8	Coffee Mug		6	Ea				700001902
9	Table Fork		6	Ea				700001902
10	Table Knife		6	Ea				700001902
11	Kitchen Knife		6	Ea				700001902
12	Desert Spoon		6	Ea				700001902
13	Tea Spoon		6	Ea				700001902
14	Soup Spoon		1	Ea				700001902
15	Bottle Opener		1	Ea				700001902
16	Frying Pan		1	Ea				700001902
17	Sauce Pan		1	Ea				700001902
18	Frying Spatula		1	Ea				700001902
19	Pyrex Oven Tray		1	Ea				700001902
20	Can Opener		1	Ea				700001902
21	Electric Steam Iron		1	Ea				700001902
22	Metal Frame Ironing Board		1	Ea				700001902
23	Garbage Bin & Garbage Bag		1	Ea				700001902
24	Doormats (Kain)		2	Ea				700001902
25	Cable ext with plug 220V 4 Hole		5	Ea				700001902

*Jody Lontaan*  
30/1/23

Additional notes:

Requestor  Signature/Date 30/1/23	1st Approval  Signature/Name/Date ARIE CHANDRIA Title: 30/1/23	2nd Approval  Signature/Name/Date DJAROT ADHI Title: 11/2/20	3rd Approval PURCHASING SECTION TTD PR Completeness <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Signature/Name/Date <input checked="" type="checkbox"/> Title <input type="checkbox"/> Account Charge <input type="checkbox"/> CER / EER <input checked="" type="checkbox"/> Approval / Signature <input type="checkbox"/> Attachment <input type="checkbox"/> Quotation <input type="checkbox"/> List Details <input type="checkbox"/> Other Status <input checked="" type="checkbox"/> Existing Supplier <input type="checkbox"/> New Supplier Remarks/Comment:  Purchasing Coord. Sup.
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Purchasing Category: Buyer Officer <input checked="" type="checkbox"/> Employee Benefit <input type="checkbox"/> Information <input type="checkbox"/> Promotion <input type="checkbox"/> Office Supplies <input type="checkbox"/> Safety Supplies <input type="checkbox"/> Training	
Purchasing Category: Buyer Project Consultant / Technical Assistant <input type="checkbox"/> PP Machine & Engine Add Miscellaneous <input type="checkbox"/> Facilities <input type="checkbox"/> Consumable Material <input type="checkbox"/> Vehicle <input type="checkbox"/> Other	