

# MONTHLY PURCHASE REQUISITION

Dept. : GA

Cut Off Stock : 18 Februari 2026

## ESTIMASI PENGAJUAN STOCK CONSUMABLE ATK

| NO | No Item  | Nama Barang                                                                                                                                                                                                                       | Satuan | Jumlah Permintaan | Stok Saat ini | Stok Awal |          | Pembelian Terakhir |          | Rencana Kebutuhan |        | Rata -Rata Perbulan | Keterangan                                                                                                                                                                                                                                                                        |
|----|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-------------------|---------------|-----------|----------|--------------------|----------|-------------------|--------|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    |          |                                                                                                                                                                                                                                   |        |                   |               | Jumlah    | Tanggal  | Jumlah             | Tanggal  | Jumlah            | Priode |                     |                                                                                                                                                                                                                                                                                   |
| 1  | IAT00029 | Buku Surat Jalan / Tanda Terima Material kertas : Carbonize, 3 lembar perset, Lembar ke 1 warna putih, lembar ke 2 warna biru muda, lembar ke 3 warna hijau muda. Uk. 16.5 x 21 cm (50 set perbuku) Repeat Order, 1 pack @ 50 set | Pack   | 56                | 0             | 0         | 22/09/25 | 47                 | 24/09/25 | 28.0              | Maret  | 8                   | - Pemesanan Buku Surat Jalan / Tanda Terima untuk Kebutuhan Pemakaian Bulan Maret s/d Agustus 2026 sebanyak 48 Set.<br>- Pengembalian Peminjaman Buku Surat Jalan / Tanda Terima ke GA – HO sebanyak 8 Set.<br>- Total Pemesanan Buku Surat Jalan / Tanda Terima sebanyak 56 Set. |
| 2  | IAT00072 | Kertas Logo Mersifarma (A4) Halaman 1                                                                                                                                                                                             | Rim    | 25                | 2             | 0         | 7-Feb-26 | 29                 | 7-Feb-26 | 2.0               | Maret  | 2                   | - Pemesanan Kertas Logo Mersifarma (A4) Halaman 1 untuk Kebutuhan Pemakaian Bulan Maret s/d Agustus 2026 sebanyak 12 Rim                                                                                                                                                          |

Dibuat,



Annisa Yulianti  
Staff GA

Mengetahui,



Iman Ruswardi  
Act. Koordinator GA



Danieska Poetra N  
Act. Asst. Manager GA

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## ESTIMASI PENGAJUAN STOCK CONSUMABLE ATK

| NO. | Item Number | NAMA BARANG                                                                                                                                                                                                                       | Type | Model No./SAT | STOCK PEMAKAIAN 3 BULAN |        |        | Rata-Rata Perbulan | PEMAKAIAN TERBESAR (A) | Cut Off Stock (B) | PENDING |    | Total Rencana Kebutuhan | JUMLAH STOCK+PENDING (D) (B+C) | REAL COVERAGE STOCK (DALAM SATUAN BULAN) (E) (D/A) | PEMESANAN (F) | COVERAG E STOCK (DALAM SATUAN BULAN) (G) (A/F) | Permintaan |     | Keterangan Kebutuhan (Pembulatan Pengajuan)                                                                                                                                                                                                                                         |
|-----|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|---------------|-------------------------|--------|--------|--------------------|------------------------|-------------------|---------|----|-------------------------|--------------------------------|----------------------------------------------------|---------------|------------------------------------------------|------------|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|     |             |                                                                                                                                                                                                                                   |      |               | Nov'25                  | Des'25 | Jan'26 |                    |                        |                   | PR      | PO |                         |                                |                                                    |               |                                                | JML        | UoM |                                                                                                                                                                                                                                                                                     |
| 1   | IAT00029    | Buku Surat Jalan / Tanda Terima Material kertas : Carbonize, 3 lembar perset, Lembar ke 1 warna putih, lembar ke 2 warna biru muda, lembar ke 3 warna hijau muda. Uk. 16.5 x 21 cm (50 set perbuku) Repeat Order, 1 pack @ 50 set | ATK  | Pack          | 7                       | 9      | 8.0    | 8                  | 9                      | 0                 | 0       | 0  | 28                      | 0.0                            | 0.0                                                | 56.0          | 6.2                                            | 56.0       | pcs | - Pemesanan Buku Surat Jalan / Tanda Terima untuk Kebutuhan Pemakaian Bulan Maret s/d Agustus 2026 sebanyak 48 Set.<br>*- Pengembalian Peminjaman Buku Surat Jalan / Tanda Terima ke GA – HO sebanyak 8 Set.<br>*- Total Pemesanan Buku Surat Jalan / Tanda Terima sebanyak 56 Set. |
| 2   | IAT00072    | Kertas Logo Mersifarma (A4) Halaman 1                                                                                                                                                                                             | ATK  | Rim           | 2                       | 3      | 1.0    | 2                  | 3                      | 2                 | 0       | 0  | 2                       | 2.0                            | 0.7                                                | 25.0          | 8.3                                            | 25.0       | Rim | - Pemesanan Kertas Logo Mersifarma (A4) Halaman 1 untuk Kebutuhan Pemakaian Bulan Maret s/d Agustus 2026 sebanyak 12 Rim                                                                                                                                                            |

# Purchase Requisition (PR)

|                    |               |             |                   |
|--------------------|---------------|-------------|-------------------|
| Requisition Number | PF000371      | Created at  | 23 Feb 2026 10:56 |
| Requested By       | IMAN RUSWANDI | Cost Center | HRGA - Pabrik     |
| Priority           | Normal        | Status      | Approved          |

## Requested Items

| No | Item Number | Description                                          | Qty   | Due Date   |
|----|-------------|------------------------------------------------------|-------|------------|
| 1  | IAT00030    | Buku Tulis<br>Buku Surat Jalan / Buku Tanda Terima   | 56 Pc | 2026-03-30 |
| 2  | ATSP00959   | Kertas Logo<br>Kertas Logo Mersifarma (A4) Halaman 1 | 25 RM | 2026-03-30 |

The document is electronically submitted and approved by:

|                                                                                                                                |                                                                                                                                         |                                                                                                                        |                                                                                                                                 |                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| <br><b>IMAN RUSWANDI</b><br>23 Feb 2026 10:56 | <br><b>DANIESKA POETRA NATAMY</b><br>23 Feb 2026 11:26 | <br><b>RIZAL</b><br>24 Feb 2026 08:31 | <br><b>Adhi Susanto</b><br>24 Feb 2026 16:00 | <br><b>MATTHEW YAP</b><br>24 Feb 2026 19:51 |
|--------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|

## Approval History

| Name                                               | Status    | Comment                                                                                                                                                                                                                                                                          |
|----------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>IMAN RUSWANDI</b><br>23 Feb 2026 10:56          | Submitted | Permintaan Buku Tanda Terima dan Kertas Logo Mersifarma (A4) Halaman 1 untuk kebutuhan maret - agustus 2026                                                                                                                                                                      |
| <b>DANIESKA POETRA NATAMY</b><br>23 Feb 2026 11:26 | Approved  | Permintaan sudah disesuaikan dengan kebutuhan selama 6 bulan kedepan                                                                                                                                                                                                             |
| <b>RIZAL</b><br>24 Feb 2026 08:31                  | Approved  | Permintaan buku tulis (cetakan tanda terima) sebanyak 56 pc untuk kebutuhan pabrik dan mengganti pinjaman ke HO (2025) sebanyak 8 pc.<br><br>Permintaan kertas logo (kop surat) sebanyak 25 rim untuk kebutuhan pabrik dan mengganti pinjaman ke HO (2025-2026) sebanyak 11 rim. |
| <b>ADHI SUSANTO</b><br>24 Feb 2026 16:00           | Approved  | OK                                                                                                                                                                                                                                                                               |
| <b>MATTHEW YAP</b><br>24 Feb 2026 19:51            | Approved  | —                                                                                                                                                                                                                                                                                |
| <b>YUGI DWIANGGORO</b><br>25 Feb 2026 10:31        | Approved  | —                                                                                                                                                                                                                                                                                |
| <b>YUGI DWIANGGORO</b><br>27 Feb 2026 15:15        | Received  | YUGI DWIANGGORO reassigned the request to RAHMAWATI                                                                                                                                                                                                                              |