

# MONTHLY PURCHASE REQUISITION

Dept : GA

Cut Off Stock : 08 Mei 2026

## ESTIMASI PENGALUAN STOCK CONSUMABLE PRINTER

| NO | No Item  | Nama Barang                          | Satuan | Stok Saat ini |          | Stok awal |           | Pembelian Terakhir |           | Rencana Kebutuhan |        | Rata -Rata Perbulan | Jumlah Permintaan | Uom   | Keterangan                                                     |
|----|----------|--------------------------------------|--------|---------------|----------|-----------|-----------|--------------------|-----------|-------------------|--------|---------------------|-------------------|-------|----------------------------------------------------------------|
|    |          |                                      |        | Jumlah        | Tanggal  | Jumlah    | Tanggal   | Jumlah             | Tanggal   | Jumlah            | Priode |                     |                   |       |                                                                |
| 1  | IMO03285 | Cartridge Canon CL-810 Black         | ATK    | 3             | 8-May-26 | 3         | 9-Apr-26  | 2                  | 16-Apr-26 | 4                 | Juni   | 2                   | 4                 | Pcs   | Permintaan sebanyak 3 Pcs (Rencana kebutuhan user terlampir)   |
| 2  | IMO03286 | Cartridge Canon CL-811 Colour        | ATK    | 5             | 8-May-26 | 0         | 1-Apr-26  | 7                  | 20-Apr-26 | 3                 | Juni   | 2                   | 2                 | Pcs   | Permintaan sebanyak 2 pcs (Rencana kebutuhan user terlampir)   |
| 3  | IAT00038 | Cartridge Hp 678 Black               | ATK    | 3             | 8-May-26 | 2         | 9-Apr-26  | 1                  | 16-Apr-26 | 2                 | Juni   | 1                   | 1                 | Pcs   | Permintaan sebanyak 1 pcs (Rencana kebutuhan user terlampir)   |
| 4  | IAT00039 | Cartridge Hp 678 Colour              | ATK    | 3             | 8-May-26 | 0         | 1-Feb-26  | 8                  | 5-Feb-26  | 2                 | Juni   | 1                   | 3                 | Pcs   | Permintaan sebanyak 3 pcs (Rencana kebutuhan user terlampir)   |
| 5  | IAT00082 | Pita Printer Epson ERC-009           | ATK    | 26            | 8-May-26 | 0         | 02-Apr-26 | 50                 | 24-Apr-26 | 86                | Juni   | 10                  | 24                | Pcs   | Permintaan sebanyak 24 pcs (Rencana kebutuhan user terlampir)  |
| 6  | IAT00083 | Pita Printer Epson ERC-022           | ATK    | 2             | 8-May-26 | 0         | 06-Apr-26 | 10                 | 24-Apr-26 | 35                | Juni   | 7                   | 24                | Pcs   | Permintaan sebanyak 24 pcs (Rencana kebutuhan user terlampir)  |
| 7  | IMO20182 | Tinta Epson Ink 003 - Black          | ATK    | 3             | 8-May-26 | 3         | 16-Apr-26 | 2                  | 20-Apr-26 | 9                 | Juni   | 2                   | 4                 | Botol | Permintaan sebanyak 4 botol (Rencana kebutuhan user terlampir) |
| 8  | IMO20183 | Tinta Epson Ink 003 - Cyan           | ATK    | 1             | 8-May-26 | 1         | 1-Apr-26  | 2                  | 20-Apr-26 | 9                 | Juni   | 1                   | 2                 | Botol | Permintaan sebanyak 2 botol (Rencana kebutuhan user terlampir) |
| 9  | IMO20184 | Tinta Epson Ink 003 - Magenta        | ATK    | 1             | 8-May-26 | 3         | 4-Feb-26  | 1                  | 10-Feb-26 | 9                 | Juni   | 1                   | 2                 | Botol | Permintaan sebanyak 2 botol (Rencana kebutuhan user terlampir) |
| 10 | IMO20185 | Tinta Epson Ink 003 - Yellow         | ATK    | 1             | 8-May-26 | 3         | 4-Feb-26  | 1                  | 10-Feb-26 | 9                 | Juni   | 1                   | 2                 | Botol | Permintaan sebanyak 2 botol (Rencana kebutuhan user terlampir) |
| 11 | IMO20077 | Tinta Epson Ink T6644                | ATK    | 2             | 8-May-26 | 3         | 6-Apr-26  | 2                  | 16-Apr-26 | 6                 | Juni   | 0                   | 1                 | Botol | Permintaan sebanyak 1 botol (Rencana kebutuhan user terlampir) |
| 12 | IMO20166 | Toner Foto Copy NFG - 84             | ATK    | 2             | 8-May-26 | 0         | 04-Feb-26 | 6                  | 05-Feb-26 | 3                 | Juni   | 2                   | 2                 | Pcs   | Permintaan sebanyak 2 pcs (Rencana kebutuhan user terlampir)   |
| 13 | IAT00185 | Toner Printer Laser Jet (HP 107 A)   | ATK    | 9             | 8-May-26 | 13        | 9-Mar-26  | 25                 | 12-Mar-26 | 21                | Juni   | 13                  | 18                | Pcs   | Permintaan sebanyak 18 pcs (Rencana kebutuhan user terlampir)  |
| 14 | IMO20393 | Toner Printer Laser Jet (MCEB 283 A) | ATK    | 2             | 8-May-26 | 1         | 1-Mar-26  | 2                  | 13-Mar-26 | 2                 | Juni   | 1                   | 1                 | Pcs   | Permintaan sebanyak 2 pcs (Rencana kebutuhan user terlampir)   |
| 15 | IAT00114 | Toner Printer Laser Jet (MCEB 285 A) | ATK    | 15            | 8-May-26 | 16        | 10-Apr-26 | 5                  | 14-Apr-26 | 32                | Juni   | 5                   | 2                 | Pcs   | Permintaan sebanyak 2 pcs (Rencana kebutuhan user terlampir)   |
| 16 | IAT00155 | Toner Printer Laser Jet (MCE 226 A)  | ATK    | 4             | 8-May-26 | 4         | 3-Feb-26  | 2.00               | 5-Feb-26  | 3                 | Juni   | 1                   | 2                 | Pcs   | Permintaan sebanyak 2 pcs (Rencana kebutuhan user terlampir)   |
| 17 | IMO20239 | Toner Printer Laser Jet (MDP 225 DW) | ATK    | 15            | 8-May-26 | 14        | 13-Apr-26 | 8                  | 14-Apr-26 | 18                | Juni   | 10                  | 9                 | Pcs   | Permintaan sebanyak 9 pcs (Rencana kebutuhan user terlampir)   |

Dibuat,

Mengetahui,



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Staff GA



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Act. Koordinator GA



Danteska Poetra N  
Act. Asst. Manager GA

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## ESTIMASI PENGALIAN STOCK CONSUMABLE PRINTER

| NO. | Item Number | NAMA BARANG                          | Type | STOCK PEMAKAIAN 3 BULAN |        |        | Rata-Rata Perbulan | Pemakaian Terbesar | Stock saat ini | Pending Permintaan (C) |    | Total Rencana Kebutuhan | JUMLAH STOCK+PENDING (D) (B+C) | REAL COVERAGE STOCK (DALAM SATUAN) | PEMESANAN (F) | COVERAGE STOCK (DALAM SATUAN BULAN) | PERMINTAAN |       | Keterangan Kebutuhan (Pembelian Pengalihan)                    |
|-----|-------------|--------------------------------------|------|-------------------------|--------|--------|--------------------|--------------------|----------------|------------------------|----|-------------------------|--------------------------------|------------------------------------|---------------|-------------------------------------|------------|-------|----------------------------------------------------------------|
|     |             |                                      |      | Feb 26                  | Mar 26 | Apr 26 |                    |                    |                | PR                     | PO |                         |                                |                                    |               |                                     | JML        | UoM   |                                                                |
| 1   | IMO03285    | Cartridge Canon CL-810 Black         | ATK  | 1                       | 2      | 4      | 2                  | 4                  | 3              | 3                      | 0  | 4                       | 6                              | 1.5                                | 4             | 1.0                                 | 4          | Pcs   | Permintaan sebanyak 3 Pcs (Rencana kebutuhan user terlampir)   |
| 2   | IMO03286    | Cartridge Canon CL-811 Colour        | ATK  | 3                       | 2      | 2      | 2                  | 3                  | 5              | 2                      | 0  | 3                       | 7                              | 2.3                                | 2             | 0.7                                 | 2          | Pcs   | Permintaan sebanyak 2 pcs (Rencana kebutuhan user terlampir)   |
| 3   | IAT00038    | Cartridge Hp 678 Black               | ATK  | 0                       | 1      | 1      | 1                  | 1                  | 3              | 0                      | 0  | 2                       | 3                              | 3.0                                | 1             | 1.0                                 | 1          | Pcs   | Permintaan sebanyak 1 pcs (Rencana kebutuhan user terlampir)   |
| 4   | IAT00039    | Cartridge Hp 678 Colour              | ATK  | 1.0                     | 1.0    | 2.0    | 1                  | 2                  | 3              | 0                      | 0  | 2                       | 3.0                            | 1.5                                | 3.0           | 1.5                                 | 3.0        | Pcs   | Permintaan sebanyak 3 pcs (Rencana kebutuhan user terlampir)   |
| 5   | IAT00082    | Ptita Printer Epson ERC-009          | ATK  | 33                      | 16     | 21     | 23                 | 33                 | 26             | 50                     | 0  | 86                      | 76                             | 2.3                                | 24            | 0.7                                 | 24         | Pcs   | Permintaan sebanyak 24 pcs (Rencana kebutuhan user terlampir)  |
| 6   | IAT00083    | Ptita Printer Epson ERC-022          | ATK  | 5.0                     | 4.0    | 12.0   | 7                  | 12                 | 2              | 5                      | 0  | 35                      | 7.0                            | 0.6                                | 24            | 2.0                                 | 24         | Pcs   | Permintaan sebanyak 24 pcs (Rencana kebutuhan user terlampir)  |
| 7   | IMO20182    | Tinta Epson Ink 003 - Black          | ATK  | 0                       | 3      | 3      | 2                  | 3                  | 3              | 2                      | 0  | 9                       | 5                              | 1.7                                | 4             | 1.3                                 | 4          | Botol | Permintaan sebanyak 4 botol (Rencana kebutuhan user terlampir) |
| 8   | IMO20183    | Tinta Epson Ink 003 - Cyan           | ATK  | 0                       | 2      | 2      | 1                  | 2                  | 1              | 3                      | 0  | 9                       | 4                              | 2.0                                | 2             | 1.0                                 | 2          | Botol | Permintaan sebanyak 2 botol (Rencana kebutuhan user terlampir) |
| 9   | IMO20184    | Tinta Epson Ink 003 - Magenta        | ATK  | 0.0                     | 1.0    | 1.0    | 1                  | 1                  | 1              | 0                      | 0  | 9                       | 1.0                            | 1.0                                | 2             | 2.0                                 | 2.0        | Botol | Permintaan sebanyak 2 botol (Rencana kebutuhan user terlampir) |
| 10  | IMO20185    | Tinta Epson Ink 003 - Yellow         | ATK  | 0.0                     | 1.0    | 1.0    | 1                  | 1                  | 1              | 0                      | 0  | 9                       | 1.0                            | 1.0                                | 2             | 2.0                                 | 2.0        | Botol | Permintaan sebanyak 2 botol (Rencana kebutuhan user terlampir) |
| 11  | IMO20077    | Tinta Epson Ink T6644                | ATK  | 0                       | 1      | 1      | 1                  | 1                  | 2              | 0                      | 0  | 6                       | 2                              | 2.0                                | 1             | 1.0                                 | 1          | Botol | Permintaan sebanyak 1 botol (Rencana kebutuhan user terlampir) |
| 12  | IMO20166    | Toner Tono Copy NPG - 84             | ATK  | 1.0                     | 2.0    | 2.0    | 2                  | 2                  | 2              | 1                      | 0  | 3                       | 3.0                            | 1.5                                | 2             | 1.0                                 | 2          | Pcs   | Permintaan sebanyak 2 pcs (Rencana kebutuhan user terlampir)   |
| 13  | IAT00185    | Toner Printer Laser Jet (HP 107 A)   | ATK  | 11.0                    | 10.0   | 18.0   | 13                 | 18                 | 9              | 17                     | 0  | 21                      | 26.0                           | 1.4                                | 18            | 1.0                                 | 18         | Pcs   | Permintaan sebanyak 18 pcs (Rencana kebutuhan user terlampir)  |
| 14  | IMO20393    | Toner Printer Laser Jet (MCEB 283 A) | ATK  | 1.0                     | 0.0    | 1.0    | 1                  | 1                  | 2              | 0                      | 0  | 2                       | 2.0                            | 2.0                                | 1             | 1.0                                 | 1          | Pcs   | Permintaan sebanyak 1 pcs (Rencana kebutuhan user terlampir)   |
| 15  | IAT00114    | Toner Printer Laser Jet (MCEB 283 A) | ATK  | 5                       | 4      | 7      | 5                  | 7                  | 15             | 3                      | 0  | 32                      | 18                             | 2.6                                | 2             | 0.3                                 | 2          | Pcs   | Permintaan sebanyak 2 pcs (Rencana kebutuhan user terlampir)   |
| 16  | IAT00155    | Toner Printer Laser Jet (MCE 226 A)  | ATK  | 1.0                     | 0.0    | 3.0    | 1                  | 3                  | 4              | 0                      | 0  | 3                       | 4.0                            | 1.3                                | 2.0           | 0.7                                 | 2.0        | Pcs   | Permintaan sebanyak 2 pcs (Rencana kebutuhan user terlampir)   |
| 17  | IMO20239    | Toner Printer Laser Jet (MDP 225 DW) | ATK  | 11                      | 11     | 9      | 10                 | 11                 | 15             | 9                      | 0  | 18                      | 24                             | 2.2                                | 9             | 0.8                                 | 9          | Pcs   | Permintaan sebanyak 9 pcs (Rencana kebutuhan user terlampir)   |