

**SURAT PERMINTAAN BARANG****# PERLENGKAPAN KEBERSIHAN #**

| No | Kode Barang | Uraian Barang                                                          | Jumlah Permintaan | Stok Awal |           | Pembelian Terakhir |           | Stok Akhir |           | Rencana Kebutuhan |            | Rata-Rata per Bulan | Keterangan          |
|----|-------------|------------------------------------------------------------------------|-------------------|-----------|-----------|--------------------|-----------|------------|-----------|-------------------|------------|---------------------|---------------------|
|    |             |                                                                        |                   | Jumlah    | Tanggal   | Jumlah             | Tanggal   | Jumlah     | Tanggal   | Jumlah            | Periode    |                     |                     |
| 1  | IDS00021    | CAIRAN PEMBERSIH LANTAI-4 L                                            | 2 JRG             | 2 JRG     | 19-Aug-26 | 1 JRG              | 14-Sep-26 | 2 JRG      | 15-Sep-26 | 4 JRG             | NOV - 2026 | 1 JRG               | NOV - DES 2026      |
| 2  | IDS00023    | CAIRAN PENCUCI PIRING-LIME-4 L                                         | 2 JRG             | 1 JRG     | 12-Jun-26 | 3 JRG              | 08-Jul-26 | 1 JRG      | 15-Sep-26 | 3 JRG             | NOV - 2026 | 1 JRG               | NOV - DES 2026      |
| 3  | IDS00014    | HANSOAP (REFIL-4 L)                                                    | 2 JRG             | 1 JRG     | 12-Jun-26 | 2 JRG              | 08-Jul-26 | 1 JRG      | 15-Sep-26 | 3 JRG             | NOV - 2026 | 1 JRG               | NOV - DES 2026      |
| 4  | IDS00016    | KAMPER AIR FRESHNER SWALLOW -PUTIH (1 PAK = 2 PCS)                     | 15 PAK            | 5 PAK     | 19-Aug-26 | 10 PAK             | 10-Sep-26 | 5 PAK      | 15-Sep-26 | 20 PAK            | NOV - 2026 | 15 PAK              | NOV - DES 2026      |
| 5  | IAP00007    | KANEBO                                                                 | 3 PCS             | 0         | 2-Jan-26  | 3 PCS              | 02-Jan-26 | 0          | 15-Sep-26 | 3 PCS             | NOV - 2026 | 1 PCS               | NOV 2026 - JAN 2027 |
| 6  | IMO16029    | PLASTIK SAMPAH-BESAR-TEBAL (90 x 120 CM)                               | 2 PAK             | 1 PAK     | 19-Aug-26 | 3 PAK              | 15-Jul-26 | 1 PAK      | 15-Sep-26 | 3 PAK             | NOV - 2026 | 1 PAK               | NOV - DES 2026      |
| 7  | IDS00018    | PORSTEX -PEMBERSIH PORSELEN -BIRU -4L                                  | 1 JRG             | 0         | 19-Aug-26 | 2 JRG              | 03-Aug-26 | 1 JRG      | 15-Sep-26 | 2 JRG             | NOV - 2026 | 1 JRG               | NOV - DES 2026      |
| 8  | IMO19314    | REFILL KAIN LOBBY DUSTER 45 CM-KRISBOW-BIRU -- KAIN WARNA BIRUNYA SAJA | 2 PCS             | 0         | 21-Jul-25 | 2 PCS              | 28-Aug-25 | 0          | 15-Sep-26 | 2 PCS             | NOV - 2026 | 1 PCS               | NOV - DES 2026      |
| 9  | IMO20019    | TISU GULUNG EMBOS (@ 8 ROL PER PAK)                                    | 12 PAK            | 10 PAK    | 19-Aug-26 | 12 PAK             | 03-Aug-26 | 10 PAK     | 15-Sep-26 | 22 PAK            | NOV - 2026 | 12 PAK              | NOV - DES 2026      |

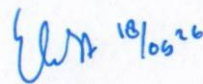
Disusun oleh,

Diketahui,

Disetujui,



SERIA PRATIWI  
Admin GA / FD



ELVINA ISKANDAR T.  
Manager FD



ANNA SOPHIANA  
DIRECTOR OF PRODUCT DEVELOPMENT

**LAMPIRAN SPB ATK PERIODE JUNI - AGUSTUS 2026**

| No. | Jenis Barang                                                              | Pemakaian Per 3 Bulan |      |         | Rata-rata | Satuan | Keterangan                                                             |
|-----|---------------------------------------------------------------------------|-----------------------|------|---------|-----------|--------|------------------------------------------------------------------------|
|     |                                                                           | JUNI                  | JULI | AGUSTUS |           |        |                                                                        |
| 1   | CAIRAN PEMBERSIH LANTAI--4 L                                              | 1                     | 1    | 1       | 1         | JRG    | untuk membersihkan lantai                                              |
| 2   | CAIRAN PENCUCI PIRING--LIME--4 L                                          | 1                     | 1    | 1       | 1         | JRG    | untuk membersihkan alat makan dan minum serta alat-alat dilaboratorium |
| 3   | HANSOAP (REFIL--4 L)                                                      | 1                     | 1    | 1       | 1         | JRG    | untuk mencuci tangan                                                   |
| 4   | KAMPER AIR FRESHNER SWALLOW -- PUTIH (1 PAK = 2 PCS)                      | 15                    | 15   | 15      | 15        | PAK    | untuk memberikan aroma harum di toilet                                 |
| 5   | KANEBO                                                                    | 1                     | 1    | 1       | 1         | PCS    | alat bantu mengelap / mengeringkan air di wastafel                     |
| 6   | PLASTIK SAMPAH--BESAR--TEBAL (90 x 120 CM)                                | 1                     | 1    | 1       | 1         | PAK    | untuk menampung sampah dalam jumlah besar di RND                       |
| 7   | PORSTEX --PEMBERSIH PORSELEN -- BIRU --4L                                 | 1                     | 1    | 1       | 1         | JRG    | membersihkan kerak membandel di toilet                                 |
| 8   | REFILL KAIN LOBBY DUSTER 45 CM-- KRISBOW--BIRU -- KAIN WARNA BIRUNYA SAJA | 1                     | 1    | 1       | 1         | PCS    | alat bantu membersihkan lantai                                         |
| 9   | TISU GULUNG EMBOS (@ 8 ROL PER PAK)                                       | 12                    | 12   | 12      | 12        | PAK    | alat bantu mengeringkan tangan di toilet                               |