

**BATAM TOURISM POLYTECHNIC**

The Vitka City Complex Tiban Baru, Sekupang, Batam City, Riau Islands 29424

+627783540889

**BUKTI PENGELUARAN KAS/BANK**

No. Cek/BG : \_\_\_\_\_ No. Voucher : BTP/CD-0/22/07007  
Diberikan ke : Annisa Rahman Kas : 1101001 - Petty cash (BTP)  
Journal memo : ATK untuk SDM (binder clip dan paper clip)

| NO.   | KODE PERKIRAAN            | KETERANGAN                                 | JUMLAH       |
|-------|---------------------------|--------------------------------------------|--------------|
| 1     | 6104001 - Beban ATK (BTP) | ATK untuk SDM (binder clip dan paper clip) | Rp 32,500.00 |
| TOTAL |                           |                                            | Rp 32,500.00 |

Terbilang : tiga puluh dua ribu lima ratus

Batam, 11 Juli 2022

Dibuat Oleh

Disetujui Oleh

Dibukukan Oleh

Diketahui Oleh

Keuangan

Direktur/Wadir

Akunting

Yayasan

**BUKTI PENGELUARAN KAS/BANK**

No. Cek/BG : cash

No. Voucher : BTP/CD-0/22/07007

Diberikan ke : Annisa Rahman

Kas : Petty Cash

| NO.   | KODE PERKIRAAN | KETERANGAN                            | JUMLAH    |
|-------|----------------|---------------------------------------|-----------|
| 1     | 66114005       | ATK binder clip, paper clip untuk SDM | 32,500.00 |
|       |                |                                       |           |
|       |                |                                       |           |
|       |                |                                       |           |
|       |                |                                       |           |
|       |                |                                       |           |
| TOTAL |                |                                       | 32,500.00 |

 Terbilang : TIGA PULUH DUA RIBU LIMA RATUS RUPIAH

Batam, 11-07-2022

Tanda Terima

|          |          |
|----------|----------|
| REKTORAT | KEUANGAN |
|          |          |

|                                                                                                                                                                                                                                                                     |                      |                                                                                                                             |            |                                                                            |                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------------------------------------------------------------------|------------|----------------------------------------------------------------------------|-------------------------|
|  <b>YAYASAN VITKA</b><br>The Vitka City Complex, Jl. Gajah Mada, Tiban Lama, Sekupang<br>Batam, Kepulauan Riau INDONESIA<br>E: info@yayasanvitka.id<br>W: https://yayasanvitka.id |                      | <b>PURCHASE / EXPENSES REQUEST</b>                                                                                          |            |                                                                            |                         |
| <b>ALASAN TUJUAN PEMBELIAN BARANG / REASON</b>                                                                                                                                                                                                                      |                      | <b>DIAJUKAN OLEH / REQUESTED BY</b>                                                                                         |            | <b>TANGGAL / DATE</b>                                                      |                         |
| ATK                                                                                                                                                                                                                                                                 |                      | Annisa Rahman                                                                                                               |            | 7-Jul-22                                                                   |                         |
|                                                                                                                                                                                                                                                                     |                      | <b>DEPARTEMEN / DEPARTMENT</b>                                                                                              |            | <b>NO. ANGGARAN / BUDGET NO.</b>                                           |                         |
|                                                                                                                                                                                                                                                                     |                      | Yayasan                                                                                                                     |            |                                                                            |                         |
| <b>NO.</b>                                                                                                                                                                                                                                                          | <b>BARANG / ITEM</b> | <b>HARGA / PRICE</b>                                                                                                        | <b>QTY</b> | <b>TOTAL / TOTAL</b>                                                       | <b>CATATAN / REMARK</b> |
| 1                                                                                                                                                                                                                                                                   | Binder clip 1 5/8"   | Rp 15.000                                                                                                                   | 1          | Rp 15.000                                                                  |                         |
| 2                                                                                                                                                                                                                                                                   | Binder Clip 1/2"     | Rp 4.000                                                                                                                    | 3          | Rp 12.000                                                                  |                         |
| 3                                                                                                                                                                                                                                                                   | Paper clips          | Rp 2.750                                                                                                                    | 2          | Rp 5.500                                                                   |                         |
|                                                                                                                                                                                                                                                                     |                      |                                                                                                                             |            |                                                                            |                         |
|                                                                                                                                                                                                                                                                     |                      |                                                                                                                             |            |                                                                            |                         |
|                                                                                                                                                                                                                                                                     |                      |                                                                                                                             |            |                                                                            |                         |
| <b>TOTAL KESELURUHAN / GRAND TOTAL</b>                                                                                                                                                                                                                              |                      |                                                                                                                             |            | <b>Rp 32.500</b>                                                           |                         |
| <b>DIAJUKAN OLEH</b><br>REQUESTED BY<br>                                                                                                                                         |                      | <b>DISETUJUI OLEH</b><br>APPROVED BY<br> |            | <b>DIPERIKSA DAN DISETUJUI</b><br>CHECKED/APPROVED BY<br><br>Yayasan Vitka |                         |
| ACKNOWLEDGED BY                                                                                                                                                                                                                                                     |                      |                                                                                                                             |            |                                                                            |                         |

# PT. BALLYSON LESTARI SUKSES

Tiban Sentral Niaga Blok A No.5  
Kel. Patam Lestari, Kec. Sekupang, Batam

08004646/MM/BLSSH/07/2022

07 July 2022

13:38

|                               |         |        |   |        |
|-------------------------------|---------|--------|---|--------|
| JOYKO BINDER CLIPS 1 5/8" 200 |         |        |   |        |
| 1                             | PACK X  | 15.000 | = | 15.000 |
| JOYKO BINDER CLIPS 1/2" 105   |         |        |   |        |
| 3                             | PACK X  | 4.000  | = | 12.000 |
| KCK PAPER CLIPS 25mm 625      |         |        |   |        |
| 2                             | PACK X  | 2.750  | = | 5.500  |
| <hr/>                         |         |        |   |        |
| 3 Item                        | JUMLAH  | :      |   | 32.500 |
|                               | DISC    | :      |   | -      |
|                               | TOTAL   | :      |   | 32.500 |
|                               | BAYAR   | :      |   | 35.500 |
|                               | KEMBALI | :      |   | 3.000  |

NB: Mohon periksa kembali barang anda  
sebelum meninggalkan counter kami.

*TERIMA KASIH*

ANJAR, 01:38, Thu, 07 Jul 2022

**BUKTI PENGELUARAN KAS/BANK**

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No. Voucher : BTP/CD-0/22/07007

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 Terbilang : TIGA PULUH DUA RIBU LIMA RATUS RUPIAH

Batam, 11-07-2022

Tanda Terima

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|----------|----------|
| REKTORAT | KEUANGAN |
|          |          |

|                                                                                                                                                                                                                                                                     |                    |                                                                                                                             |     |                                                                            |                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------------------|-----|----------------------------------------------------------------------------|------------------|
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| <b>ALASAN TUJUAN PEMBELIAN BARANG / REASON</b>                                                                                                                                                                                                                      |                    | <b>DIAJUKAN OLEH / REQUESTED BY</b>                                                                                         |     | <b>TANGGAL / DATE</b>                                                      |                  |
| ATK                                                                                                                                                                                                                                                                 |                    | Annisa Rahman                                                                                                               |     | 7-Jul-22                                                                   |                  |
|                                                                                                                                                                                                                                                                     |                    | <b>DEPARTEMEN / DEPARTMENT</b>                                                                                              |     | <b>NO. ANGGARAN / BUDGET NO.</b>                                           |                  |
|                                                                                                                                                                                                                                                                     |                    | Yayasan                                                                                                                     |     |                                                                            |                  |
| NO.                                                                                                                                                                                                                                                                 | BARANG / ITEM      | HARGA / PRICE                                                                                                               | QTY | TOTAL / TOTAL                                                              | CATATAN / REMARK |
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|                                                                                                                                                                                                                                                                     |                    |                                                                                                                             |     |                                                                            |                  |
|                                                                                                                                                                                                                                                                     |                    |                                                                                                                             |     |                                                                            |                  |
|                                                                                                                                                                                                                                                                     |                    |                                                                                                                             |     |                                                                            |                  |
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