

**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-0/22/07021  
Diberikan ke : Ballyson Kas : 1101001 - Petty cash (BTP)  
Journal memo : ATK finance management file dan stamp pad

| NO.   | KODE PERKIRAAN             | KETERANGAN                                | JUMLAH       |
|-------|----------------------------|-------------------------------------------|--------------|
| 1     | 6104001 - Beban ATK (BTP)  | ATK finance management file dan stamp pad | Rp 86,350.00 |
| 2     | 6113003 - Pembulatan (BTP) | pembulatan                                | Rp 50.00     |
| TOTAL |                            |                                           | Rp 86,400.00 |

Terbilang : delapan puluh enam ribu empat ratus

Batam, 25 Juli 2022

Dibuat Oleh

Disetujui Oleh

Dibukukan Oleh

Diketahui Oleh

Keuangan

Direktur/Wadir

Akunting

Yayasan

**YAYASAN VITKA**

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

E: [accounting@yayasanvitka.id](mailto:accounting@yayasanvitka.id) | P: +627783540889

W: [www.yayasanvitka.id](http://www.yayasanvitka.id)

**PURCHASE / EXPENSES REQUEST**

|                                                       |                      |                                      |            |                                          |
|-------------------------------------------------------|----------------------|--------------------------------------|------------|------------------------------------------|
| <b>ALASAN TUJUAN PEMBELIAN BARANG / REASON</b>        |                      | <b>DIAJUKAN OLEH / REQUESTED BY</b>  |            | <b>TANGGAL / DATE</b>                    |
| <b>ATK finance management file dan stamp pad</b>      |                      | <b>Purchasing</b>                    |            | <b>25 July 2022</b>                      |
|                                                       |                      | <b>DEPARTEMEN / DEPARTMENT</b>       |            | <b>NO. / NO.</b>                         |
|                                                       |                      | <b>YV-BTP</b>                        |            | <b>ER/YV/2207/480</b>                    |
| <b>NO.</b>                                            | <b>BARANG / ITEM</b> | <b>HARGA / PRICE</b>                 | <b>QTY</b> | <b>TOTAL</b>                             |
| 1                                                     | management file A4   | Rp 24,750.00                         | 1          | Rp 24,750.00                             |
| 2                                                     | isi ulang stamp pad  | Rp 61,600.00                         | 1          | Rp 61,600.00                             |
| <b>TOTAL KESELURUHAN / GRAND TOTAL</b>                |                      |                                      |            | <b>Rp 86,350.00</b>                      |
| <b>DIAJUKAN OLEH</b><br>REQUESTED BY                  |                      | <b>DISETUJUI OLEH</b><br>APPROVED BY |            | <b>DIKETAHUI OLEH</b><br>ACKNOWLEDGED BY |
| <b>DIPERIKSA / DISETUJUI</b><br>CHECKED / APPROVED BY |                      |                                      |            |                                          |

Catatan : Permintaan untuk pembelian di atas 3 juta harus melampirkan penawaran dan perbandingan

Note: a requests for purchases above 3 million must attach a comparison offer

**BUKTI PENGELUARAN KAS/BANK**

No. Cek/BG : cash

No. Voucher : BTP/CD-0/22/07021

Diberikan ke : Ballyson

Kas : Petty Cash

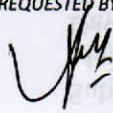
| NO.   | KODE PERKIRAAN | KETERANGAN               | JUMLAH    |
|-------|----------------|--------------------------|-----------|
| 1     | 66114005       | ATK: management file A4  | 24,750.00 |
| 2     | 66114005       | ATK: isi ulang stamp pad | 61,600.00 |
|       |                |                          |           |
|       |                |                          |           |
|       |                |                          |           |
|       |                |                          |           |
| TOTAL |                |                          | 86,350.00 |

Terbilang : DELAPAN PULUH ENAM RIBU TIGA RATUS LIMA PULUH RUPIAH

Batam, 25-07-2022

Tanda Terima

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

|  <b>BATAM TOURISM POLYTECHNIC</b><br>The Vitka City Complex, Jl. Gajah Mada, Tiban Lama, Sekupang,<br>Batam, Kepulauan Riau INDONESIA<br>E: info@btp.ac.id   P: 0778 3540889<br>W: https://btp.ac.id |                                           | PURCHASE / EXPENSES REQUEST                                                                                                   |        |                                                                                                                                    |                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------------------------|------------------|
| ALASAN TUJUAN PEMBELIAN BARANG / REASON                                                                                                                                                                                                                                             |                                           | DIAJUKAN OLEH / REQUESTED BY                                                                                                  |        | TANGGAL / DATE                                                                                                                     |                  |
| ATK Keuangan                                                                                                                                                                                                                                                                        |                                           | Afriyunita Sari                                                                                                               |        | 25-Jul-22                                                                                                                          |                  |
|                                                                                                                                                                                                                                                                                     |                                           | DEPARTEMEN / DEPARTMENT                                                                                                       |        | NO. ANGGARAN / BUDGET NO.                                                                                                          |                  |
|                                                                                                                                                                                                                                                                                     |                                           | Finance                                                                                                                       |        | Www                                                                                                                                |                  |
| NO.                                                                                                                                                                                                                                                                                 | Keterangan                                | HARGA / PRICE                                                                                                                 | QTY    | TOTAL / TOTAL                                                                                                                      | CATATAN / REMARK |
| 1                                                                                                                                                                                                                                                                                   | Management File A4<br>isi ulang stamp pad | Rp 24.750<br>Rp 61.600                                                                                                        | 1<br>1 | Rp 24.750<br>Rp 61.600                                                                                                             |                  |
|                                                                                                                                                                                                                                                                                     |                                           |                                                                                                                               |        | Rp 86.350                                                                                                                          |                  |
| DIAJUKAN OLEH<br>REQUESTED BY<br><br>User                                                                                                                                                          |                                           | DISETUJUI OLEH<br>APPROVED BY<br><br>Wadir 2 |        | DIKETAHUI OLEH<br>ACKNOWLEDGED BY<br><br>Direktur |                  |
|                                                                                                                                                                                                                                                                                     |                                           |                                                                                                                               |        | DIPERIKSA DAN DISETUJUI<br>CHECKED/APPROVED BY<br>Yayasan Vitka                                                                    |                  |
| Catatan : Permintaan untuk pembelian di atas 3 juta harus melampirkan penawaran dan perbandingan<br>Note: a requests for purchases above 3 million must attach a comparison offer                                                                                                   |                                           |                                                                                                                               |        |                                                                                                                                    |                  |

Designed by IT Department

## PT. BALLYSON LESTARI SUKSES

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

08005485/MM/BLSSH/07/2022

18 July 2022 13:02

### MANAGEMENT FILE A4

5 PCS X 4.950 = 24.750

ARTLINE STAMP PAD INK ESA-2N

2 BTL X 30.800 = 61.600

2 Item JUMLAH : 86.350

DISC : 350

TOTAL : 86.000

BAYAR : 100.000

KEMBALI : 14.000

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

TERIMA KASIH

ANJAR, 01:02, Mon, 18 Jul 2022

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