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COVER STANDARD OPERATING PROCEDURE
1. Tujuan:
Objectives:

Sebagai acuan dalam mengajukan dana penerbitan Buku/Book Chapter

2. Ruang Lingkup:
Scope:

Publication Department

3. Tanggung Jawab:
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2. Manager publication departemen : check and approve minor document
3. Head of Departement To check and approve minor document
4. Director : To check and approve major document

4. Referensi:
Reference:

-

5. Definisi:
Definition:

-


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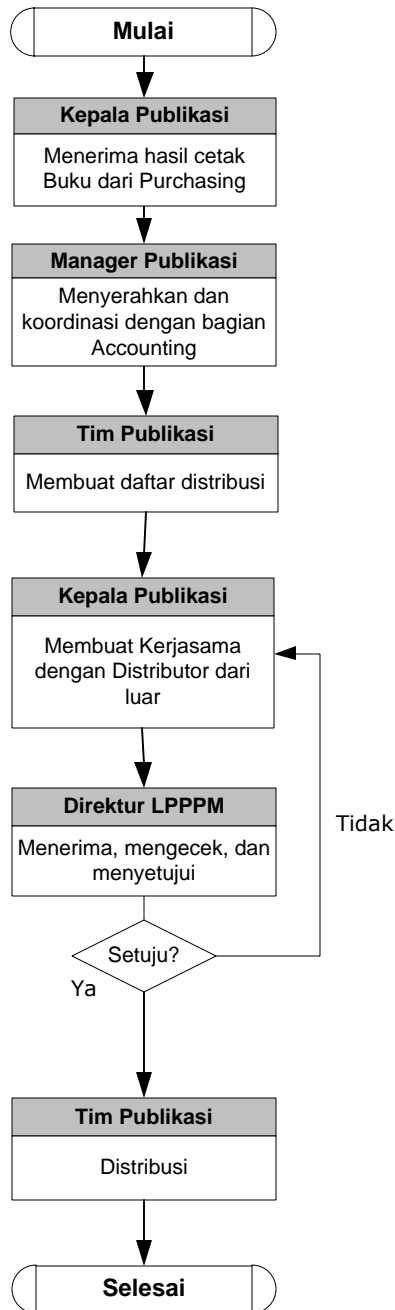
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STANDARD OPERATING PROCEDURE



D o k u m e n	Keterangan/Referensi
Slip transfer percetakan buku.	Accounting membantu memonitor jumlah exemplar pada proses distribusi Jurnal.
Daftar pihak yang hendak diberikan buku/book chapter	Mendistribusikan hasil cetak buku ke toko buku (untuk dijual) ataupun untuk pemberian sample gratis ke berbagai stakeholder yang diperlukan.
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