

Prepared by : Head of Student Activities	LSPR CLUB PROPERTIES EQUIPMENT REQUEST	Date : 1 Maret 2020
Checked by: Vice Rektor III		Revision : 00
Approved by: QA	Doc. No.:sop-lsprclub/peqmrqs/03/ikb/03/2020/00	Page : 01 of 02

COVER STANDARD OPERATING PROCEDURE

1. Tujuan:

Objectives:

Untuk mendeskripsikan prosedur atau tata cara pengajuan Properti / Equipment tambahan atau baru sesuai dengan kebutuhan masing – masing club.

2. Ruang Lingkup:

Scope:

Student Affairs, Purchasing, Controller

3. Tanggung Jawab:

Responsibilities:

Club Coordinator and Executive Committee

4. Referensi:

Reference:

5. Definisi:

Definition:

CC : Club Coordinator

SL : Student League



Approved by:

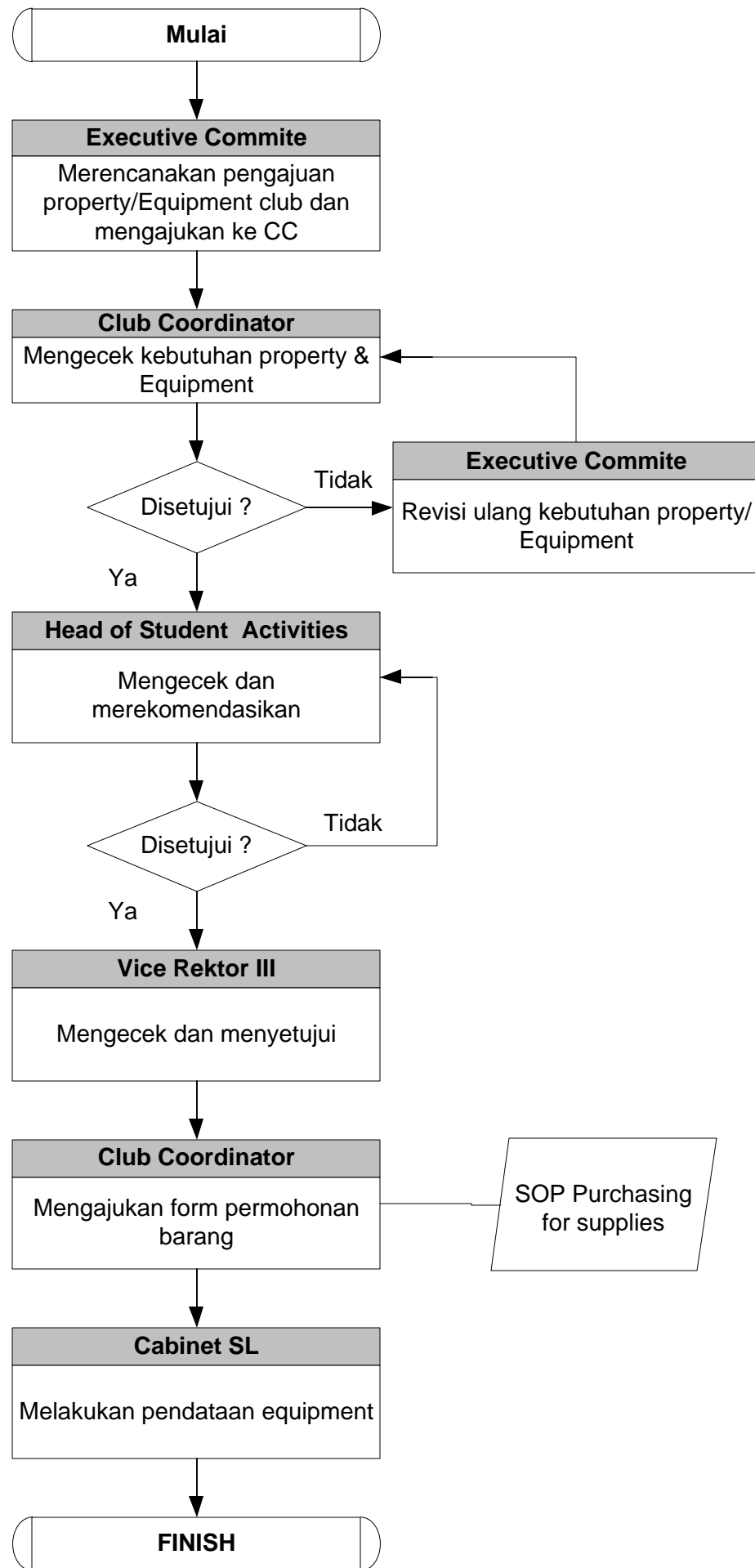
Head Departement

QA/MR

Document Control

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STANDARD OPERATING PROCEDURE



Dokumen	Referensi
Proposal Equipment. Konten Proposal berisi : 1. Background 2. Objective 3. Time 4. Venue 5. Program 6. Budget 7. Equipment List 8. dll	Club Coordinator dan Executive Committee mendiskusikan kebutuhan Properti dan Equipment President Club menentukan kebutuhan equipment atau property yang akan dibeli, konsultasi bersama CC
Proposal	Head of Student Activities mengecek ulang kebutuhan property/equipment yang diperlukan. Vice Rector III mengecek ulang kebutuhan property/equipment yang diperlukan. Kemudian bila disetujui akan menaikkan Intercomm ke CEO.
Form Pengajuan Barang	Sesuai dengan SOP Purchasing for Supplies Request. Melampirkan surat/intercomm persetujuan