DAFTAR PUSTAKA

1. Drs. Mulyadi, M.Sc., Ak., Sistem Akuntansi, Penerbit Sekolah Tinggi Ilmu Ekonomi YKPN, Yogyakarta, 1997.

2. Dr. Zaki Baridwan, M.Sc., Ak., Sistem Akuntansi – Penyusunan Prosedur dan Metode, penerbit BPFE, Yogyakarta, 1989.

3. W. Gerald Cole, Accounting System, Disadur Oleh Dr. zaki Baridwan, M.Sc., Ak., Dalam Bukunya Sistem Akuntansi – Penyusunan Prosedur dan Metode, penerbit BPFE, Yogyakarta, 1989.


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DAFTAR LAMPIRAN

1. Lampiran 1 : Formulir Recquisition Purchase Order
2. Lampiran 2 : Formulir Order Pembelian
3. Lampiran 3 : Formulir Receiving Report
4. Lampiran 4 : Formulir Kontra Bon
5. Lampiran 5 : Formulir Recquisition Order

BALE PAKUAN
CONVENTION, HEALTH & LEISURE
Jl. Ciumbuleuit 197 ☎ 233595 (Hunting) Bandung

No. : _____

Dept : _____

Date : _____

REQUISITION PURCHASE ORDER

Item	Size	Qty	Price	Dept Acct No.	Specification

Purchaser, Approval, Department,

CC : Accounting (Pink) File (Green) Acct 1

BALE PAKUAN
HEALTH & LEISURE CLUB
Jl. Ciumbuleuit 197 ☎ 233595 (Hunting) Bandung

No. : _____
Dept. : _____
RPO No. : _____
Tanggal : _____

_____
_____
_____

ORDER PEMBELIAN

No.	Nama Barang	No. Acct.	Jumlah	Harga		Keterangan
				Unit	Total	
				Rp.		

Terbilang : _____

Menyetujui,

_____

Hormat kami,

_____
General Affair Manager

* Syarat-syarat terlampir dibelakang

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RECEIVING REPORT

NO : _____
DATE : _____
DEPT : _____

SUPPLIER :

NO. PO	NO. ACCT	NO. INVOICE	QTY	UNIT	DESCRIPTION	UNIT PRICE	SUB TOTAL	TOTAL	REMARKS
							Grand Total		

Receiving Clerk

Store Keeper

Account Payable

_____ _____ _____

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KONTRA BON

No. : 00057

Tanggal : _____

Telah Terima Bon / Faktur / Kwitansi dari : _____

_____

_____

Harap kembali : .....

No.	No. Bon / Faktur / Kwitansi	U r a i a n	Jumlah

Terbilang :	TOTAL	

Yang menerima,

Yang menyerahkan,

_____

_____

ACC : 3

BALE PAKUAN
CONVENTION, HEALTH & LEISURE
Jl. Ciumbuleuit 197 ☎ 233595 (Hunting) Bandung

Number : _____

Department : _____

Date : _____

REQUISITION ORDER

No.	Item	Expenses Acct. No.	Quantity	Price		Store Acct. No.	Remarks
				Unit	Total		
				GRAND TOTAL			

Approved by, Requested by, Delivered by, Received by,

_____ _____ _____ _____

Store (White) Accounting (Blue) File (Green)