

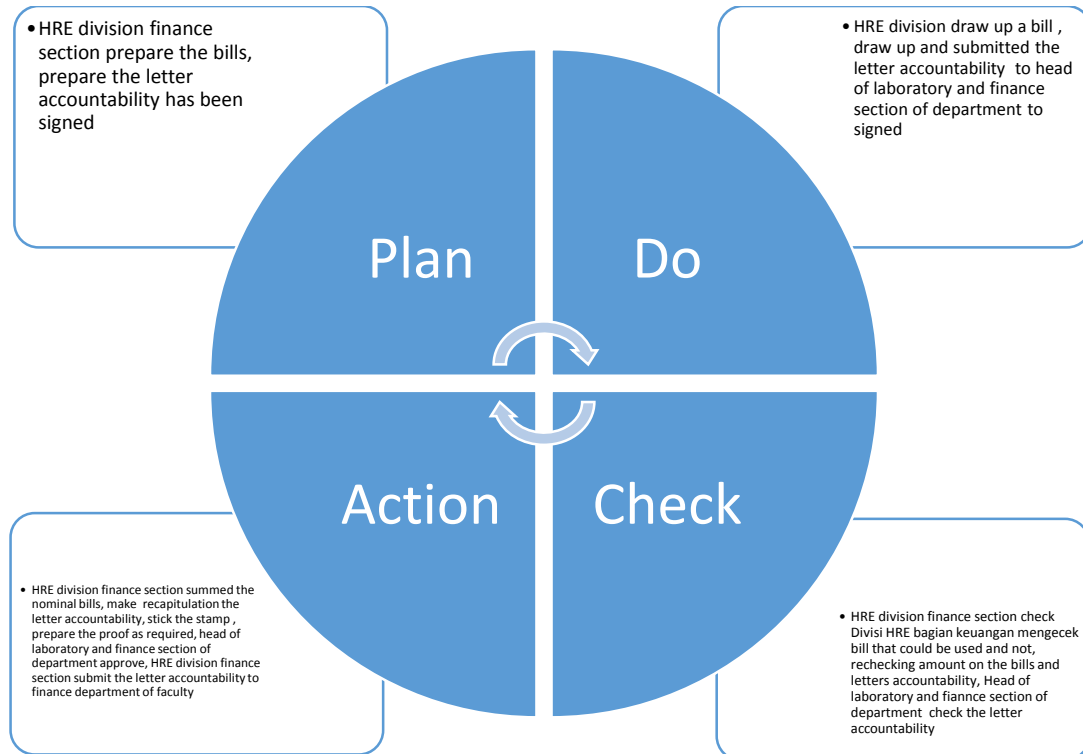


LABORATORIUM SIMULASI & APLIKASI INDUSTRI
JURUSAN TEKNIK INDUSTRI
FAKULTAS TEKNIK
UNIVERSITAS BRAWIJAYA

Jl. M.T. HARYONO 167 MALANG - JAWA TIMUR
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PDCA OF MAKING THE LETTER ACCOUNTABILITY ACTIVITY





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PDCA OF MAKING THE LETTER ACCOUNTABILITY ACTIVITY

| Activity | Plan | Do | Check | Action |
|----------------------------------|--|---|--|--|
| Making the letter accountability | HRE division finance section prepare the bills collected | HRE division finance section the draw up a bill based on each type of expenditure | HRE division finance section check bill that could be used and not | HRE division finance section summed the bills to the type of expenditure is equal to the nominal less than Rp 1.000.000 |
| | HRE division finance section prepare the bills were already in total and placed on A4 paper | HRE division finance section draw up letter accountability based on each type of expenditure | HRE division finance section rechecking amount on the bills and letters accountability | HRE division finance section make recapitulation the letter accountability, stick the stamp Rp 3000 to expenditure on Rp 250.000 and prepare the other evidence required |
| | HRE division finance section prepare making the letter accountability which has been created | HRE division finance section the letter accountability submitted to the Head of Laboratory for check and signed | Head of laboratory check the letter accountability | Head of laboratory approve and sign the letter accountability |
| | HRE division finance section prepare the letter accountability has been signed by Head of Laboratory | HRE division finance section the letter accountability submitted and the the letter accountability | Finance section of department check the letter accountability | Financial section of department signed a recapitulation the letter accountability, HRE division |



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| | | recapitulation to part finance section of department to check and signed | | finance section submit the letter accountability and recapitulation the letter accountability to the finance department in faculty |
|--|--|--|--|--|