

SOP FOR RECORDING ADMINISTRATION OF FIXED ASSET PURCHASES FOR DEPARTMENT OF TRANSPORTATION THE BATAM CITY

Suci Fadhilah
3112011083



BACKGROUND

An asset is anything that is owned by an individual, company, or organization and can provide economic value or benefit in the future. Assets can be physical items, such as property, equipment, or vehicles, and can be rights or claims to something, such as shares, bonds, or intellectual property rights. Additionally, assets can also be tradable resources, such as currencies, commodities, or other investments. Assets have measurable value and can be utilized to support business operations, meet financial needs, or increase the value of an individual's or organization's wealth.

SOLUTION

1. Collect data on purchases of assets in the form of receipts/purchase notes and order staff to check whether the assets that have been purchased are appropriate or not.
2. Check the assets and make a report on the conformity of the receipt/note with the actual goods.
3. Input asset purchases into the BMD (Regional Owned Goods) ready application.
4. Ensure in the system that the assets entered are appropriate.
5. Create minutes of handover of goods to goods users.
6. Hand over goods to each sector and UPT (Technical Implementation Unit) that requires them.
7. Approved and signed by the Goods Administration Officer
8. Submit asset reports to BPKAD (Regional Financial and Asset Management Agency).

OUTPUT

SOP for recording assets of Batam Transportation Office

