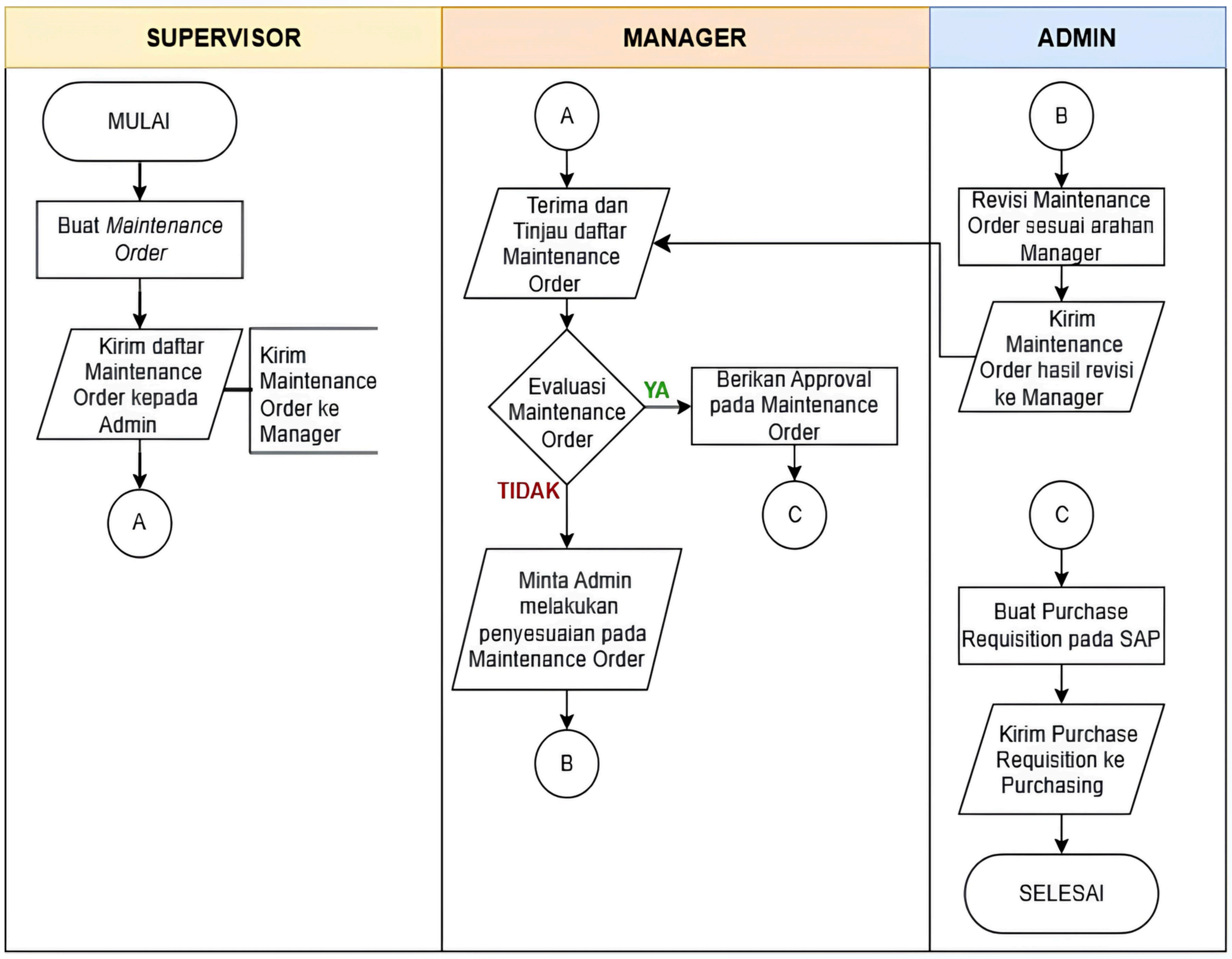
ICAESS International Conference on Applied Economics and Social Science

poli batam

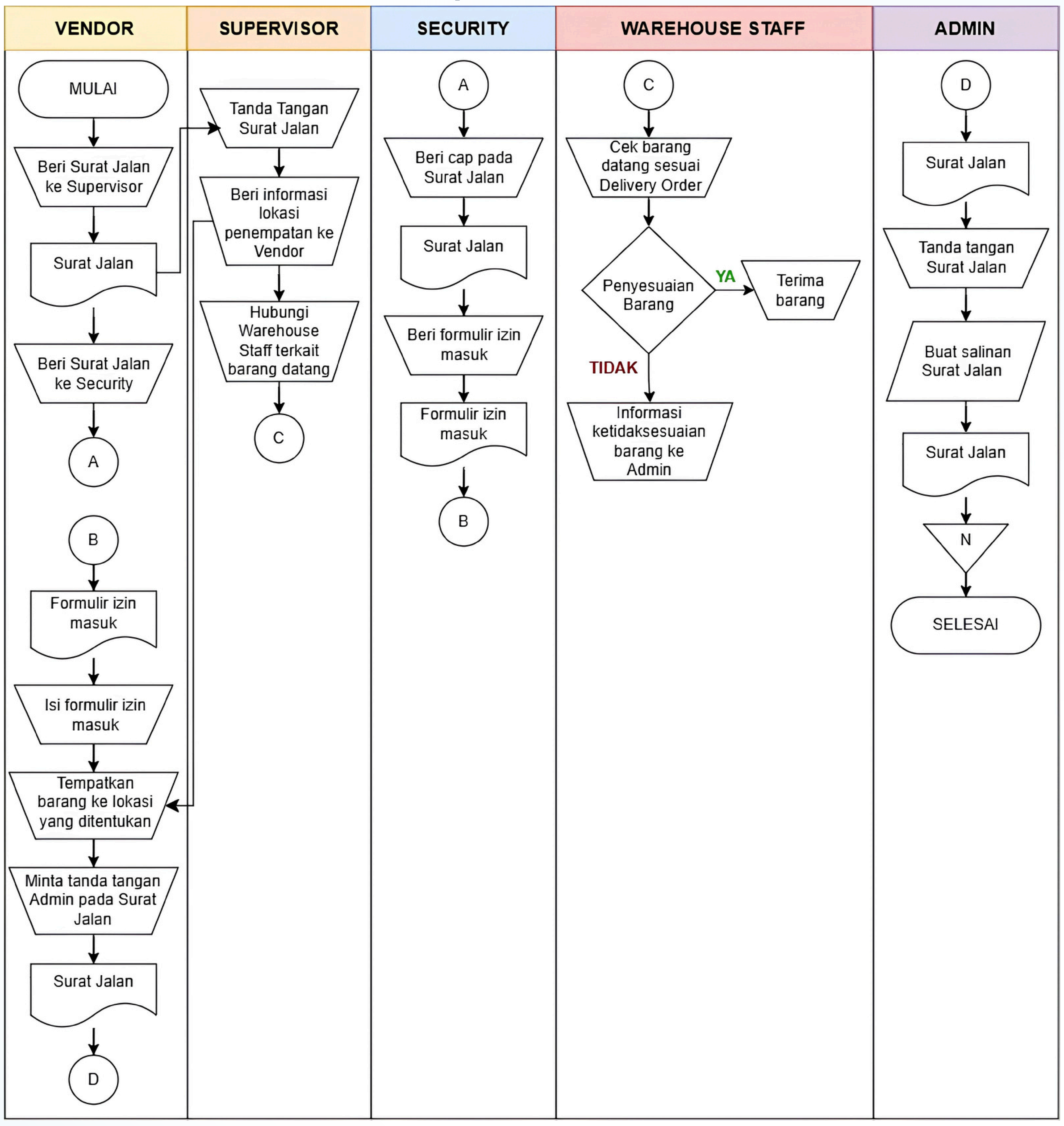
DEVELOPMENT OF STANDARD OPERATING PROCEDURES FOR PURCHASE REQUISITIONS AND ITEM RECEIPT MAINTENANCE IN THE FACILITIES DEPARTMENT

1 Flowchart of Process

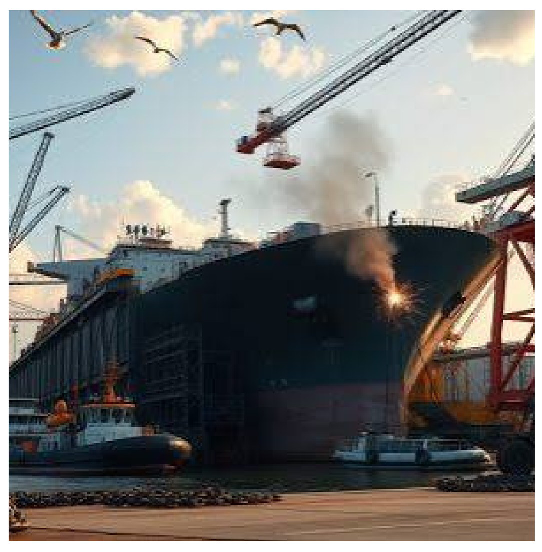
Flowchart of the Purchase Requisition Procedure



Flowchart of the Item Receipt Procedure



2 Company Overview



PT Nanindah Mutiara Shipyard

- Shipbuilding, Ship Repair, Ship Conversion, Offshore Engineering
- Part of PaxOcean Group
- Tanjung Uncang Industrial Estate Batam, indonesia
- Committed to Quality, Safety, and Customer Satisfaction

3 Literature Review

Internal Control
A system that supports operations, safeguards assets, and prevents fraud.

Standard Operating Procedures
Standard procedures for efficient company operations.

Accounting Information System
A system that delivers accurate financial information.

Flowchart
A diagram illustrating system and data flow.

4 Research Problem

The Facilities Department does not yet have written SOPs for the purchase requisition and item receipt maintenance processes. The implementation of these processes still relies on established practices and verbal instructions, so workflows, the division of responsibilities, and internal controls have not been clearly documented. This situation has the potential to cause inconsistencies in implementation and difficulties during personnel transitions.

5 Solutions

Develop Standard Operating Procedures (SOPs) for purchase requisitions and item receipt maintenance that outline workflows, division of responsibilities, required documents, and authorisation and verification mechanisms. The SOPs include flowcharts to clarify processes, improve consistency in work, and strengthen internal controls within the Facilities Department. The following are the outputs of the Purchase Requisition and Item Receipt SOPs:

SCAN HERE

SOP Purchase Requisition & Item Receipt

6 Conclusion

The development of Standard Operating Procedures (SOPs) for Purchase Requisitions and Item Receipt Maintenance has resulted in structured and documented work guidelines, thereby clarifying the workflow and responsibilities of each party, improving process consistency, and strengthening internal controls within the Facilities Department.

Krismiaji (2015) Accounting Information Systems

Nurhaliza & Winarno (2023) The Impact of Standard Operating Procedures (SOPs) and the Work Environment on Employee Performance at Freight Forwarding Companies

Putri (2023) Factors Influencing Fraud Prevention: The Role of Internal Audit, Internal Control Systems, and Organizational Commitment

Rafli (2025) The Importance of Standard Operating Procedures (SOPs) in the Cable Manufacturing Process

Rismayati & Sulfitri (2025) Analysis of Internal Control at PT Jaya Intermoda Logistik Based on the COSO Approach

Salsabila & Tartilla (2024) Review of Cash Disbursement Systems and Procedures at Bogor Agricultural University

TMBooks (2015) Accounting Information Systems: Concepts and Implementation

Monica Juniarta Purba
3112301065-D3 Accounting

Raja Yulianita Sarazwati
Advisor