

ABSTRACT

This report aims to describe a process of Purchasing Division purchases at the G Lounge Kitchen and Bar to identify problems and describe the purchase process at the G Lounge Kitchen and Bar.

Activities – Activities that are often made during the execution of the field work practices ranging from checking the amount of inventory in the warehouse, receipt of goods, the making of a receipt, the making of purchase invoice, retrieval store requisition, taking market list, input of earning journal, and the making of journal voucher. During the practical work in the purchasing and storekeeper, found several problem that occur. It shows that the process of purchasing the G Lounge Kitchen and Bar remains to be fixed

Therefore, based on the results of the discussion of the report of field work although there are some problems that occur, but generally the G Lounge Kitchen and Bar have been doing the buying process properly.

Keywords: Purchasing, the purchasing procedure, G Lounge Kitchen and Bar



INTISARI

Laporan ini bertujuan untuk menggambarkan suatu proses pembelian pada divisi Purchasing G Lounge Kitchen and Bar untuk mengidentifikasi permasalahan dan menggambarkan proses pembelian di G Lounge Kitchen and Bar Surabaya.

Aktivitas – aktivitas yang seringkali dilakukan selama pelaksanaan praktik kerja lapangan mulai dari mengecek jumlah persediaan barang di gudang, penerimaan barang, pembuatan tanda terima, pembuatan *purchase invoice*, pengambilan *Store Requisition*, Pengambilan *Market List*, Penginputan *earning journal*, dan pembuatan *Journal Voucher*. Selama kerja praktik dibagian *purchasing and storekeeper*, ditemukan beberapa masalah yang terjadi. Hal tersebut menunjukkan bahwa proses pembelian G Lounge Kitchen and Bar masih harus diperbaiki.

Oleh karena itu, berdasarkan hasil pembahasan Laporan Kerja Lapangan meskipun ada beberapa masalah yang terjadi, akan tetapi secara garis besar G Lounge Kitchen and Bar telah melakukan proses pembelian dengan baik.

Kata Kunci : *Purchasing*, Prosedur pembelian, G Lounge Kitchen and Bar

