Kepada Yth.

Kabag. Umum FEBUP

Di Jakarta.

Dilaporkan pada tanggal …,………,..… yang berlokasi di Unit Kerja……………………….. , bahwa :

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| No | NAMA BARANG | NO. INVENTARIS | JENIS KERUSAKAN | TINDAKAN | KET. |
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Tindak lanjut :

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| Diketahui olehKa.Unit / Kajur.,……………………………. | Diperiksa oleh :Atasan Langsung,……………………………. | Dilaporkan oleh :………………………………………….. |