

INTISARI

Pembuatan tugas akhir ini dilatar belakangi oleh pembahasan khusus seluk beluk kerja departemen *purchasing* yang membutuhkan ketelitian dan harus mengikuti prosedur agar tidak menjauh dari inti permasalahan, tentang Analisis Praktik Kerja Purchasing dalam Pengadaan Kebutuhan Operasional & Material khususnya melalui Pembuatan PO (purchase order) dan DML (daily market list) di New Saphir Jogja.

Tugas akhir ini bertujuan untuk menganalisis kesesuaian praktik kerja *purchasing* dalam pengadaan barang dan material, melalui pembuatan *Purchase Order* (PO) dan *Daily Market List* (DML) di Hotel New Saphir Yogyakarta dengan *Standart Operasional Procedure* (SOP) yang ada. Praktik kerja *purchasing* dalam tugas akhir ini dimaksudkan untuk membahas proses pembelian dan kendala-kendala yang di temui.

Purchase order dan *daily market list*, menjadi tanggung jawab utama bagian *purchasing* dalam kegiatan kerja sehari-hari. Kemudian proses pengarsipan mendukung proses kerja sebagai bukti pertanggungjawaban dan dokumentasi. Akan tetapi proses kerja bagian *purchasing* masih belum luput dari kendala-kendala yang menghambat pekerjaan.

Kata Kunci: *Purchasing, Hotel, Purchase Order, Hotel New Saphir Yogyakarta.*

ABSTRACTS

This final assignment is based on discussion of the work of purchasing department that requires precision and must follow the procedure to avoid away from the core of the problem, about Purchasing Practice Analysis in Procurement of Operational & Materials Requirement especially through PO and DML (daily market list) in New Saphir Jogja.

This final project assignment aims to analyze the suitability of purchasing work practices in the procurement of goods and materials, through the systems of Purchase Order (PO) and Daily Market List (DML) at New Saphir Yogyakarta Hotel with the existing SOP. Purchasing work practices in this final project is intended to discuss the purchasing process and the constraints encountered.

Purchase order and daily market list, become the main responsibility of purchasing department in daily work activities. Then the archiving process supports the work process as evidence of accountability and documentation. However, the purchasing process of the purchasing department still has not escaped the constraints that resist the work.

Keywords: Purchasing, Hotel, Purchase Order, Hotel New Saphir Yogyakarta.