

ABSTRAKSI

Tujuan penelitian ini adalah untuk menambah wawasan tentang prosedur penerimaan bahan baku di Restoran Mie Mapan Kartini. Objek yang digunakan penulis dalam melakukan penelitian adalah restoran Mie Mapan Kartini, penelitian dilakukan dengan pengamatan langsung dalam proses penerimaan bahan baku mulai dari pembelian, pemakaian, penyimpanan serta dokumen yang terkait dan dokumentasi studi kepustakaan.

Hasil penelitian ini, menunjukkan bahwa prosedur penerimaan di Restoran Mie Mapan Kartini berjalan cukup baik, namun masih ada beberapa hambatan yang terjadi seperti keterlambatan pengiriman barang dan kurangnya pengawasan terhadap persediaan barang. Dokumen-dokumen yang digunakan sudah sesuai dengan pendapat Mulyadi yaitu dokumen permintaan pembelian, surat permintaan penawaran harga, surat *order* pembelian, laporan penerimaan barang, surat perubahan *order* pembelian, bukti kas keluar, bukti permintaan dan pengeluaran barang gudang.

Kata kunci: Bahan Baku, Prosedur Penerimaan, Dokumen.

ABSTRACT

The purpose of this research is to increase knowledge about the procedure receipt of raw materials in Mie Mapan Kartini Restaurant. Objects that are used in the conduct of research is well established Noodle restaurant Kartini , research carried out by direct observation in the process of receiving raw materials from the purchase, use, storage and related documents and documentation of the study of literature.

The results of this study indicate that posedur reception at the Mie Mapan Kartini Restaurant went pretty well, but there are still some barriers that occur as late delivery of goods and the lack of supervision of the inventory. The documents that are used are in accordance with the opinion of Mulyadi which documents the purchase request, the letter requests for quotation, purchase order letter, reports the receipt of goods, the letter changes to purchase orders, proof of cash-out, evidence of demand and expenditures warehouse.

Keyword: Raw Materials, The Admission Procedure, Documents.