




# Analysis of Implementation of Procurement of Office Stationery at Bhayangkara Hospital TK II Sartika Asih Bandung

 Albert Buala Zocho Marunduri<sup>1</sup>,  Dian Ekawati<sup>2</sup>,  Yuliani<sup>3</sup>

Institut Kesehatan Immanuel Bandung  
Bandung, Indonesia  
✉ [\\_ypt\\_gkp@yahoo.co.id](mailto:_ypt_gkp@yahoo.co.id) \*



## Article Information:

Received June 14, 2023

Revised June 18, 2023

Accepted June 18, 2023

## Keywords:

ATK; ATK Warehouse;  
Procurement of Goods

## Abstract

The implementation of ATK goods procurement starts with requests from each room, purchases of ATK goods from third parties, receipt of ATK goods and storage of ATK goods. The purpose of procurement of ATK goods is to find out the number of goods that have come out and the number of goods that are still stored in the warehouse, or to compare the number of goods issued with the number of goods in stock in the ATK Warehouse. The process of procuring ATK goods at Bhayangkara TK II Sartika Asih Hospital from the day of observation still had several problems, one of which was the delivery of goods from third parties or suppliers that did not match the order. The method used in this research is descriptive by describing the Implementation of the Procurement of Office Stationery at the Dangkara Hospital TK II Sartika Asih Bandung. The research object is office stationery items, while the research subject is the ATK warehouse unit at Bhayangkara Hospital TK II Sartika Asih. Retrieval of data by way of observation, interviews and literature study. Results: The procedure for procuring stationery items at Bhayangkara Sartika Asih Hospital, starting from the stationery warehouse staff making a plan for the need for stationery items, then submitted to the Head of the Hospital for approval. After being approved, then make a purchase order letter to then give it to the supplier that has been determined. After the goods arrive from the supplier, an inspection of the type and quantity of goods is carried out in the sorting warehouse, after which a proof of incoming goods is made. Discussion: The implementation of RSBSA procurement of goods from the results of this study discusses the purchasing procedure network, functions related to purchasing procedures, documents used in purchasing transactions, as well as supplier selection methods for purchasing ATK goods. Conclusions and Suggestions: All activities or functions of procurement of ATK goods are carried out by the ATK warehouse and are not separated from other functions.

## A. Introduction

The rapid development of science and technology makes the world of health grow. With the many developments that have taken place, competitiveness has increased. In the world of health, quality service is very important for the survival of hospitals or other health (Mulyadi, 2015). Thus, one of the processes

that play an important role in supporting the provision of health services is the logistics sector (Purnama et al., 2021).

Logistics is one of the supporting quality of health services in hospitals (Malinggas et al., 2015; Wirawan, 2014). If the hospital's logistics management goes well, then the availability of materials and goods in the hospital will be guaranteed and the hospital can serve the needs of its patients well and can affect the smooth running of hospital services (Purnama et al., 2021). This includes purchasing and inward logistics activities such as transportation, incoming goods and storage in warehouses before the goods are used. Procurement Logistics process starts from planning needs to completion of all activities to obtain logistics (Perpres No 16 of 2018, 2018). Provision of good logistics with complete ATK also fulfills customer satisfaction (Azwar, 1996).

According to (Nurul & Wangke, 2018), one of the logistic areas for procuring office stationery is the process of procuring stationery items which starts with requests from each room, purchasing stationery items from third parties, receiving stationery items and storing stationery items. The purpose of procurement of ATK goods is to find out the number of goods/outgoing goods and the number of goods still stored in the warehouse, or to compare how many items have been issued with the number of goods that are still in the ATK Warehouse stock. The purpose of procuring office stationery is to meet the needs of office stationery needed to support activities (Fitri, 2017).

In managing ATK items, it is carried out by the item keeper. The goods keeper must record all activities in management starting from the goods received, the goods are issued until the goods are distributed to the parts that need the goods for the basis for making ATK goods reports (Ariyani & Yohana, 2019; Moku al., 2019; Yunus & Ruliyandari, 2020).

Procurement of goods at Bhayangkara TK II Sartika Asih Hospital, carried out by the ATK Warehouse unit which handles 6 types of inventory, namely pharmaceutical supplies, nutrition laboratory, stationery supplies, linen and laundry items, as well as supplies of facilities and infrastructure. The process of procuring ATK goods at Bhayangkara TK II Sartika Asih Hospital was carried out entirely by the ATK warehouse itself, because there was no purchasing and receiving function. This made the process of procuring stationery items at Bhayangkara TK II Sartika Asih Hospital less well organized. To improve the process of procuring ATK goods, clear procedures are needed, each function that carries out its activities properly, selecting the right supplier, and all documents used in the process of purchasing ATK goods are needed (Maskikit, 2021).

## B. Research Methods

In this research using descriptive method. According to (Sugiyono, 2013), pesearch conducted by describing or describing the data that has been collected as it is without intending to make general conclusions or generalizations that aim to analyze data.

The object of this research is Office Stationery Items (ATK) at Bhayangkara Hospital Level II Sartika Asih Bandung with research subjects ATK Warehouse Unit at Dangkara Hospital TK II Sartika Asih Bandung.

This research instrument uses research instruments and data collection techniques that are carried out in table 1.

**Table 1.**Data Collection Instruments and Techniques

Research Instruments	Data collection technique
Field Research (Field Research)	Primary data
Library Research (Library Research)	Secondary Data

## C. Result and Discussion

### *Functions related to the procedure for purchasing stationery items at Bhayangkara Hospital TK II Sartika Asih Bandung*

Functions related to the procedure for purchasing stationery items at Bhayangkara Sartika Asih Bandung Hospital are carried out by the ATK Warehouse itself, starting from the purchasing function to receiving

goods. All of these functions have not been separated from the storage warehouse for ATK items. Warehouse function at Bhayangkara TK II Sartika Asih Hospital is responsible for submitting purchase requests in accordance with the existing inventory stock in the warehouse and storing the goods that have been received to the warehouse staff to be stored in the warehouse function.

#### ***Documents Used in Purchase Transactions of ATK Bhayangkara Hospital TK II Sartika Asih***

Requirements planning form: Serves as a reference in making purchase requisitions to suppliers. The needs plan (RENBUT) is made based on the stock of ATK items that are running low in the warehouse.

Purchase order (PO) form: This form is used to order goods from suppliers based on the planned ATK item needs.

Travel document: The travel document form is used by the supplier to send stationery items to Bhayangkara TK II Sartika Asih Hospital as proof of delivery according to the name and number of goods.

#### ***Methods for Procurement of ATK at Bhayangkara Hospital TK II Sartika Asih Bandung***

Based on observations and interviews with the head of the Warehouse section, the method of procuring goods at the hospital uses a limited auction method and direct selection procedures 1) Bhayangkara Hospital TK II Sartika Asih Bandung gives providers or suppliers the opportunity to submit price quotations which contain the types of goods and the price list of these items to the hospital is the same according to (Rahayu et al., 2015). It aims to find providers or suppliers who can provide goods according to the specifications and qualifications of the hospital; and 2) Bhayangkara TK II Sartika Asih Bandung Hospital provides opportunities for providers or suppliers to make presentations to explain the quality and price of the goods offered, then the results of the hospital presentation will make direct selection of providers or suppliers who match the criteria hospital.

#### ***Network Procedures for Purchasing Office Stationery Bhayangkara Hospital Kindergarten II Sartika Asih Bandung***

Purchase request procedure with the warehouse function in this procedure, submits a purchase request in the form of a purchase request to the purchasing function. Whereas in Bhayangkara TK II Sartika Asih Hospital, the procedure for purchasing requests and carrying out purchases of goods is carried out by ATK Warehouse staff (Nurul & Wangke, 2018).

Procedure for Requesting a Price Quote and Selecting a Supplier With In this procedure, the purchasing function sends a request for a price quote to suppliers to obtain information regarding the price of goods and various other purchasing conditions, to enable the selection of a supplier to be appointed as a supplier of goods required by the company. Whereas in Bhayangkara TK II Sartika Asih Hospital, the procedure for requesting and purchasing goods is carried out by ATK Warehouse staff. One of the activities in planning is determining the amount of goods to be produced (Sihotang & Sagala, 2017).

Purchase Order Procedure with In this procedure the purchasing function sends a purchase order to the selected supplier and notifies other organizational units within the company regarding purchase orders that have been issued by the company. At the Bhayangkara TK II Sartika Asih Hospital it was also carried out by the ATK Warehouse section

The procedure for receiving goods with the procedure for receiving goods in this theory with those at Bhayangkara TK II Sartika Asih Hospital, Bandung, has the same procedure, that is, the recipient of the goods first checks the type, quantity and quality of the goods received by the supplier. Then the recipient of the goods will make a report receiving goods.

#### ***Supplier Selection Method***

Based on the theory according to (Perpres, 2015), the supplier selection method for procuring stationery items used at Bhayangkara TK II Sartika Asih Bandung Hospital is 1) Limited Auction when the method is carried out so that the number of providers is not too large and can fulfill any requests for the goods needed. 2) Direct selection when the method used in procuring ATK Bhayangkara TK II Sartika Asih Hospital is carried out by opening opportunities for goods providers to make presentations or explain about products and price offers, where later the hospital chooses a provider company based on criteria that fit the needs of the ATK Warehouse.

Bhayangkara TK II Sartika Asih Hospital only uses 2 supplier selection methods as described above, this aims to maximize the methods used and not waste a lot of time and money if you use more methods.

#### D. Conclusion

Based on the discussion on the procedure for procuring ATK goods at Bhayangkara TK II Sartika Asih Hospital, Bandung, it can be concluded 1) The procedure network for purchasing goods consists of 4 procedures, namely Purchase Request Procedure, Price Offer Procedure, Purchase Order Procedure and Goods Receipt Procedure. This is in accordance with the theory according to Mulyadi. 2) Functions related to purchasing procedures, namely the Warehouse Function, Purchasing Function and Goods Receiving Function, for this all are carried out by the Warehouse Function (Head of the warehouse), not in accordance with Mulyadi's theory. 3) Documents used at Bhayangkara TK II Hospital Sartika Asih Bandung consist of 4 documents that are commonly used, namely, Purchase Request Letter, Purchase Order Letter, Goods Receiving Report and Purchase Order Change Letter.

It is better if the function of buying and receiving ATK goods is separated from the ATK warehouse unit, this avoids errors between suppliers and the RSBSA ATK Warehouse and delays in making a plan for the needs of ATK goods causes an empty stock of goods in the warehouse, so that it can hamper the process of activities in the room or units requesting goods. It is better if the ATK warehouse staff first makes a plan for the needs of goods and sends purchase orders for goods to suppliers before the stock of goods is depleted in the warehouse.

#### E. Acknowledgments

Thanks are addressed to all parties who have participated in this research activity, especially the extended family of Bhayangkara Hospital TK II Sartika Asih Bandung.

#### References

- Ariyani, N. D., & Yohana, I. (2019). Pengaruh Sistem Penyimpanan Logistik Umum Terhadap Efektivitas Kerja Di Gudang Sub Bag Kerumahtanggaan Dan Perlengkapandi Rsud Al-Ihsan Provinsi Jawa Barat. *Jurnal INFOKES-Politeknik Piksi Ganessa*, 3(2), 69–81. [Google Scholar](#)
- Azwar, A. (1996). *Pengantar Administrasi Kesehatan* (Edisi Ketu). Jakarta: Bina Rupa Aksara.
- Fitri, I. (2017). *Prosedur Pengadaan Barang Alat Tulis Kantor (ATK) di Perusahaan Daerah Air Minum (PDAM) Tirta Moedal Cabang Semarang Selatan* [Diponegoro University]. [Google Scholar](#)
- Malinggas, N. E. R., Soleman, T., & Posangi, J. (2015). Analisis Manajemen Logistik Obat di Instalasi Farmasi Rumah Sakit Daerah DR Sam Ratulangi Tondano. *Jikmu*, 5(2), 448–460. [Google Scholar](#)
- Maskikit, C. (2021). Implementasi Pengadaan Barang dan Jasa Alat Tulis Kantor pada Bagian Umum Setda Kabupaten Merauke. *Jurnal Politik Dan Sosial Kemasyarakatan*, 13(3), 205–224. [Google Scholar](#)
- Mokalu, G., Maramis, F. R. R., & Tucunan, A. A. T. (2019). Sistem Penyimpanan Dan Pendistribusian Logistik Non Medis Di Rumah Sakit Jiwa Prof. Dr. V.L. Ratumbusang Provinsi Sulawesi Utara. *Kesmas*, 8(7), 85–92. [Google Scholar](#)
- Mulyadi. (2015). *Studi Kebijakan Publik dan Pelayanan Publik*. Alfabeta : Bandung.
- Nurul, N., & Wangke, C. B. (2018). Analisis Sistem Pengadaan Logistik Kantor Pada PT Pasir Alam Persada. *Jurnal Administrasi Bisnis*, 2(1), 1–7. [Google Scholar](#)
- Perpres. (2015). *Peraturan Presiden Republik Indonesia Nomor 4 Tahun 2015 tentang Perubahan Keempat atas Peraturan Presiden Nomor 54 Tahun 2010 tentang Pengadaan Barang / Jasa Pemerintah (Lembaran Negara Republik Indonesia Tahun 2015 Nomor 5)*.
- Perpres No 16 Tahun 2018. (2018). Peraturan Presiden Republik Indonesia Nomor 16 Tahun 2018 Tentang Pengadaan Barang/Jasa Pemerintah. *Menteri Hukum Dan Hak Asasi Manusia Republik Indonesia Pemerintah Republik Indonesia*, 22 Maret 2018, 1–90.
- Purnama, P., Gustini, F., & Zaelani, S. I. (2021). Pengaruh Pengadaan Alat Tulis Kantor (ATK) Terhadap Pelayanan Logistik Di Rumah Umum Daerah Cikalong Wetan. *Jurnal Education and Depelovment*, 9(3), 422–425. <https://doi.org/10.37081/ed.v9i3.2795>
- Rahayu, S., Nurhaeni, T., & Rohmah, M. (2015). Sistem Persediaan Alat Tulis Kantor Sebagai Penunjang Pengambilan Keputusan Bagian Logistik di Perguruan Tinggi. *Creative Communication and Innovative Technology Journal*, 8(2), 91–101. [Google Scholar](#)
- Sihotang, M., & Sagala, M. (2017). Sistem Pendukung Keputusan Penentuan Produksi Alat Tulis Kantor Menggunakan Metode Fuzzy Tsukamoto. *Jurnal Teknik Informatika UNIKA Santo Thomas*, 2(1), 47–57. <https://doi.org/10.17605/jti.v2i1.41>
- Sugiyono. (2013). *METODE PENELITIAN KUANTITATIF, KUALITATIF, DAN R&D* (19th ed.). Bandung: Alfabeta.
- Wirawan, G. (2014). Analisis Pengelolaan Logistik Non Medis di Gudang RSPAU dr. S. Hardjolukito

Yogyakarta. *Prima Ekonomika: Jurnal Ekonomi Dan Bisnis*, 5(1), 1–15. [Google Scholar](#)  
Yunus, R., & Ruliyandari, R. (2020). Evaluasi penyimpanan barang non medik di sub bagian rumah tangga RSJ Grhasia DIY. *International Journal of Healthcare Research*, 3(1), 12–22. [Google Scholar](#)

---

**Copyright Holders**

© Marunduri, A. B. Z., Ekawati, D., & Yuliani, Y.

**First publication right:**

Indonesian Journal of Health Research and Development

This article is licensed under:

