

INTERNAL OFFICE MEMORANDUM

No : LV8.002/IM/IT/DIR/IV/2026
Date : 09 April 2026
To : Richard Karwelo – Direktur Utama
James Costa – General Manager
From : Hendi – IT Supervisor
CC : Hrulin Tri Dinasti – Deputy Director Operational
Ananta Wijana – Financial Controller
Subject : Procurement Request for PC Interface Server VHP

☐ Urgent ☒ Please Approve ☐ Please Action ☐ FYI ☐ File

Yours truly,

Through this letter, we respectfully request the procurement of **1 units PC Pre-Build** to replace the currently damaged ones. This request refers to the previously submitted asset damage reports under document numbers **LV8.002/BAK2/IT/GM/III/2026**. The relevant supporting documents are attached to this memo.

The detailed specifications are as follows:

 PC Interface VHP Server

- Processor : Intel Core i5-10400 (Gen 10th) (Comet Lake)
- Motherboard : ASUS Prime H410M-E
- RAM : 8 GB
- Storage : SSD 256 GB
- Keyboard and Mouse included
- Quantity : 1 unit

Grand Total Estimated Cost : RP 7.600.000

This request for the procurement of the device is intended to support the daily operational Captain Order of FB Department (Kitchen and Bar), as the previously used PC Interface Server VHP is damaged and no longer functional.

We appreciate your attention and continued support in this matter.

Proposed by,



10 April 2026
Hendi
IT Supervisor

Approved by,



14 April 2026
Kenley Santoso
Plt. General Manager



14 April 2026
James Costa
General Manager

Approved by,



16 April 2026
Hrulini Tri Dinasti Cornelis
Deputy Director Operational



16 April 2026
Richard Karwelo
Direktur Utama

Checked & Reviewed by



13 April 2026

FC



Pre-Build PC Interface