

INTERNAL OFFICE MEMORANDUM

No : LV8.006/IM/IT/GM/XI/2025
Date : 14 November 2025
To : James Costa – General Manager
From : Hendi – IT Supervisor
CC : Ananta Wijana – Financial Controller
Subject : Procurement Request for Replacement PC Monitor Front Office

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

Yours truly,

Through this letter, we respectfully request the procurement of 1 Monitor units to replace the currently damaged ones. This request refers to the previously submitted asset damage reports under document numbers: LV8.005/BAK2/IT/GM/XI/2025. The relevant supporting documents are attached to this memo.

The detailed specifications are as follows:

- Model : Monitor XIAOMI 21.45 inch ELA5230EU
- Aspect ratio : 16:9
- Resolution : 1920 x 1080
- Refresh rate : 75Hz
- Quantity : 1 Unit
- Unit Price : Rp 1.109.000

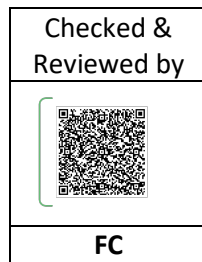
This request for the procurement of the device is intended to support the daily operational activities of the Front Office, as the previously used monitor is damaged and no longer functional.

We highly appreciate your attention and continued support.

Proposed by,

Signed by:

35D8891F-1D39-45AE-843B-...
HENDI
14 November 2025
Hendi
IT Supervisor



14 November 2025

Approved by,

Signed by:

4C12CB82-52F5-431A-BFED-B9302F9608C3
JAMES COSTA
14 November 2025
James Costa
General Manager



Monitor XIAOMI 21.5 inch ELA5230EU / Monitor Xiaomi 22 inch

Terjual 70+ • ★ 5 (19 rating)

Rp1.109.000

[Detail Produk](#)

[Spesifikasi](#)

[Info Penting](#)

Kondisi: Baru

Min. Pemesanan: 1 Buah

Etalase: **MONITOR LED**

WAJIB Membaca CATATAN TOKO

WAJIB Video Unboxing Paket Sampai Selesai Buka.

TIDAK Menerima Komplain Tanpa Video Unboxing.

Membeli Berarti Menyetujui Ketentuan Toko.

Terimakasih

Monitor XIAOMI 21.5 inch ELA5230EU / Monitor Xiaomi 22 inch
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Monitor XIAOMI 21.45 inch ELA5230EU