THE PURCHASING SECTION IN ACCOUNTING DEPARTMENT
AT SAHID JAYA HOTEL SOLO

FINAL PROJECT REPORT
Submitted as a Partial Requirement in Obtaining Degree in the English Diploma Program, Faculty of Letters and Fine Arts
Sebelas Maret University

by

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APPROVAL OF CONSULTANT

Approved to be Examined by The Board of Examiners, English Diploma Program,
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Title : THE PURCHASING SECTION IN ACCOUNTING
        DEPARTMENT AT SAHID JAYA HOTEL SOLO
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At Sahid Jaya Hotel Solo
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MOTTOES

“There are no regrets in life, just lessons”
(Jennifer Aniston)

“Do what you like and do it honestly”
(Rite of spring ~AVA)

“Nothing’s going to change until we change it”
(The writer)
DEDICATION

I dedicate this final project to:

- My beloved mother
- My family
- All people who have supported me
This final project is based on the job training that the writer did at Sahid Jaya Hotel Solo, so the title for this final project report is “The Purchasing Section in Accounting Department at Sahid Jaya Hotel Solo”.

The writer is interested in discussing the purchasing section in the Accounting Department because this department gives big contributions to the hotel. Many duties which have to be done make this department work hard.

Through this final project, the writer describes the sections of Accounting Department with their duties and also the condition of purchasing section at Sahid Jaya Hotel Solo.

The writer realizes this final project is far from perfect. The writer appreciates and needs suggestions and criticism from the readers.

Eventually, the writer hopes this final project is able to give beneficial information to all readers.
ACKNOWLEDGEMENT

First of all, the writer would like to thank to JESUS CHRIST because of HIS greatest blessing and guidance, the writer could finish this final project.

This report is a partial requirement in obtaining degree in the English Diploma Program, Faculty of Letters & Fine Arts at Sebelas Maret University. On this chance, the writer would like to express her deepest gratitude for:

- Drs Sudarno, M.A., the Dean of Faculty Letters & Fine Arts for his approval for this final project.
- Yusuf Kurniawan, S.S, M.A., as the Head of English Diploma Program.
- Drs. Hendarto Rahardjo, M.A., my Supervisor, for the patience in giving me guidance, kindness, and time to finish this final project.
- All the lecturers in the English Diploma Program, for their patience in giving me valuable knowledge.
- Mr.Supriyatno, the General Manager of Sahid Jaya Hotel Solo, who has given me a chance to have a job training.
- Mrs. Budi as the training manager, for support and guidance during the job training.
- Mr. Nur Susanto, the Chief Accounting of Sahid Jaya Hotel Solo for his guidance during the job training.
- Mr. Agung Sri Raharjo, the Purchasing Supervisor for giving me knowledge about management in Purchasing.
All the staffs of the Accounting Department, Pak Yamto, Pak Jun, Pak Heru, Bu Tutik, Bu Sisca, Bu Yayuk, Bu Nur. Thanks for your kindness, advice, jokes during the job training.

My job training friends, Dian, Eka, Enggar, Irma, Fitri, and Riris. Thank for your kindness, jokes and becoming family during the job training.

My beloved mother, never ending thanks for your love, support, and prayer.

My family, thanks for teaching me how to become who I am.

My buddies during our study in the English Diploma Program: Harma thanks for every single advice that you ever given to me, Risa, Putri, Arnie, Mb. Idha, Adit, Icha and Trimurni, thanks for your kindness, and thanks for all the time that we have spent together, let’s be better together!.

I am sorry I cannot mention one by one, but thanks for all of the people who have supported me to finish this final project.

Surakarta, January 2010

Agnes Rani W.
ABSTRACT

Agnes Rani Warsanti. 2010. The Purchasing Section in Accounting Department at Sahid Jaya Hotel Solo. English Diploma Program, Faculty of Letters and Fine Arts, Sebelas Maret University.

This final project is focused on the purchasing section in the Accounting Department at Sahid Jaya Solo Hotel. The Accounting Department is a department responsible in handling the whole finance hotel. This final project is intended to describe the sections of Accounting Department with their duties and the condition in purchasing section at Sahid Jaya Solo Hotel. The benefit of this report gives a better understanding about the Accounting Department and purchasing section.

The Accounting Department at Sahid Jaya Solo consists of several sections, namely Purchasing, Receiving, Store, Cost Control, Account Payable, Income audit, Payroll, Account Receivable, Cashiering, and Book keeper. Each section has one’s own duty and responsibilities. The focus of this final report is on the purchasing section and it is under the Accounting Department. This section becomes a vital section, because it provides the whole of hotel’s necessities. In order to get the expected stuffs, this section applies several principles.

Based on the discussion, it can be concluded that Accounting Department is divided into 2 function, they are: Out Flow (Purchasing, Receiving, Store, Cost Control, and Account Payable), and In Flow (Income audit, Payroll, Account Receivable, Cashiering, and Book Keeper). Sahid Jaya Hotel Solo also has a good purchasing which gives high concern about the quality of hotel’s necessities that will be served to the guest.
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CHAPTER I
INTRODUCTION

A. Background

As one of developing countries, Indonesia has many attractive tourism destinations because there are many kinds of natural beauties and cultures. Through the increasing number of tourism sectors, tourism industry in Indonesia is important in economic sector in speeding up the national sustainable development. Furthermore, the tourism development based on the quality of the tourism components, means of transportation, communication and accommodation, including hotels, motels, inns and restaurants.

Accommodation in hotel has developed very fast than the other tourism components. According to Business Dictionary, hotel is “commercial establishment providing lodging, meals and other guest services” (www.businessdictionary.com). As explained in the previous sentence, hotel has many facilities and duties which are hoped to be able to give the best services and satisfaction to the guest. For those reasons, the hotel needs coordination among the other departments of hotel. The coordination itself involves many departments namely, Accounting, House Keeping, Human Resources, Laundry, Food & Beverage, Front Office, Engineering, and Security.

Sahid Jaya Hotel Solo is one of the five star hotels in Solo, and this hotel has a good reputation because of its service. The main purpose of this hotel is
not only to increase the income for the hotel, but also to make the guests feel satisfied. To know the income of hotel, the hotel needs a department to arrange the income and expenditures of hotel. The Accounting Department is one of the hotel departments that makes data records, manage all results of hotel product selling and also hotel operations fee that will be used as consideration in making a budget decision.

As one of the Accounting Department sections, purchasing has an important role of hotel because it handles many things which are related to the hotel necessities and requisitions from all departments in order to give the best service to the guest.

To get all data above, the writer did job training at Sahid Jaya Hotel Solo for three months from March 1st, 2009 to June 1st, 2009. The writer was interested in purchasing section of the Accounting Department because she wants to have experience and knowledge about accounting management of hotel. This report is entitled “THE PURCHASING SECTION IN ACCOUNTING DEPARTMENT AT SAHID JAYA HOTEL SOLO.”
B. The Objective of the Report

The objectives of this report are:

1. To describe the sections of The Accounting Department at Sahid Jaya Hotel Solo.

2. To describe the condition of purchasing section at Sahid Jaya Hotel Solo.

C. Benefits

The benefits of this final report are:

1. Sahid Jaya Hotel

   By this report Sahid Jaya Hotel Solo can improve their management and system in handling purchasing section in order to increase the quality of service in the hotel.

2. The readers

   This report can give understanding for the readers about Accounting Department and purchasing section in a hotel.
CHAPTER II
REFERENCE REVIEW

A. Hotel

1. The Definition of Hotel

According to SK Mentri Perhubungan R.I No. PM 10/PW-301/Phb.77,

*Hotel adalah suatu bentuk akomodasi yang dikelola secara komersial, disediakan bagi setiap orang untuk memperoleh penginapan, berikut makan dan minum.*

“Hotel is a form of accommodation managed commercially and provides service and inn includes food and beverage for public”.

Furthermore, according to AHMA or American Hotel and Motel Association the definition of hotel as follows:

“A Hotel may be defined as an establishment whose primary business is providing lodging facilities for the general public. Hotel furnished one more of following services; food and beverage service, room attendant service, uniformed services, laundering and linens, and use of furniture and fixtures. (Endar Sugiarto and Sulartiningrum, Pengantar Akomodasi dan Restoran, 2003:8).

Based on three definitions above the writer concludes that hotel is a kind of accommodation which is commercially organized for public in order to get the profit by providing such as inn service, food and beverage, and other services.

2. Hotel Classification

Hotels are categorized by class based on the terms quality of accommodation and its services according to Susanto Leo (2001). They are
1. One-star hotel
The hotel at least has 15 standard rooms with private bath rooms. It is 20 m² in size, it also has some facilities for the guest such as; swimming pool, fitness centre, and sauna or tennis court.

2. Two-star hotel
The hotel has at least 20 standard rooms and 1 suite room with private bathrooms. The standard room is 24 m² and suite room is 44 m² in size. The facilities this class of hotel such as tennis court, indoor sports facilities, fitness centre, sauna, bowling, or squash court.

3. Three-star hotel
The hotel has at least 30 standard rooms and 2 suite rooms with private bath rooms. The standard room is 24 m² and the suite room is 48 m² in size. The facilities for the guest such as tennis court, indoor sport centre, fitness centre, sauna, bowling or squash court.

4. Four-star hotel
The hotel has at least 50 standard rooms and 3 suite rooms with private bath rooms. The standard room has the same size with three-star hotel, it is 24 m² and the suite room is 48 m² in size. The facilities for the guest are also the same with three-star hotel such as tennis court, indoor sport centre, fitness centre, sauna, bowling or squash court.

5. Five-star hotel
The hotel has at least 100 standard rooms and 4 suite rooms with private bath rooms. The standard room is 26 m² and the suite room is 52 m² in size. The
facilities for the guest are tennis court, indoor sport centre, fitness centre, sauna, and bowling or squash court.

3. Hotel Types

There are still several types of hotels according to Susanto Leo (2001), they are

a. Resort Hotel

is a hotel which is located in pleasant scenery. Usually the guests who come in resort hotel stay any longer than the other types of hotel. This hotel usually provide food and beverage, valet, room and recreational facilities

b. Bed and Breakfast Hotel (B&B Hotel)

is a hotel which is provided with the limits of rooms. This hotel usually has about 20 and 30 rooms. The owner of hotel usually lives in that hotel. The hotel is responsible for serving breakfast to the guest.

c. Casino Hotel

is a hotel with gambling facilities. For attracting the guest, a casino hotel provides such as games and entertainments. A casino hotel also provides specialty restaurants, extravagant floor shows, and the other luxurious services for supporting the guests to gamble.

d. Conference Hotel

is a hotel which has specifically designed, it is used to handle group of meeting. This hotel provides all of the services and equipments to make a meeting success, for instance high quality audio visual and sound equipments, comfortable chair and flipcharts.
e. A Motel or Motor Hotel

Is a type of lodging which has purpose to serve the guests arriving by automobile. It provides automobile parking near guestroom. Motels are usually found in suburban or roadsides area.

f. A Commercial Hotel

is a hotel which is provided to serve business clients, tour groups, individual tourists and small conference groups. This hotel is usually located in town centre or business districts.

g. Air Hotel

is a hotel located near airport. This guest of hotel belongs to business clients airline passengers with cancelled flights and airline personnel. They usually stay for one or two nights.

h. Residential Hotel

is a hotel provides guest room with a sitting room, bedroom and kitchenette. This hotel is directed at housing semi permanent or permanent guest and may provides a daily house keeping service, a telephone service, a front desk, and uniformed service.

i. Floating Hotel or Cruise Ship

is a hotel which floats on the sea and cruises from one famous harbor to another. The guests of the cruise-ship belong to family, individually or groups tourists, and wedding couples. This hotel provides restaurants, swimming pool, theatre, pubs, gambling facilities, live music.
B. Accounting Department

1. The Definition of Hotel Accounting

The writer has several references about the definition of hotel accounting. The first, according to Praktik Akutansi Perhotelan, Hendri S. Darmo Soerjawo says that,

“Dan untuk mendapatkan data yang cukup akurat serta untuk mendata keluar masuknya uang, maka perusahaan hotel di perlukan suatu bagian atau department khusus, yang di sebut Accounting Department atau bagian pembukuan.”

“To get the accuracy data and also to make a note the whole income and expenditures of finance, a hotel needs a particular department which is called Accounting Department.”

The second, According to Hotel Motel Management and Operation is “The standardization really necessary is an Accounting, most of hotels are required to forward forecast, reports, statistics, and operating result to the main office.”(Gray and Liguori, 2003:50)

From the previous explanation, the writer concludes that Accounting Department belongs to be vital function in a hotel, because it has duties in providing information about finance report hotel and managing the finance.

2. The Duties of Accounting Department

Accounting Department has several duties and responsibilities in hotel operational, they are:
a. Handling the whole finance of hotel.
b. Making finance report.
c. Determining and approving the whole income and expenditures in a hotel.
d. Controlling about finance transaction from the all departments of hotel.
e. Solving the problems which has related to hotel’s finance

C. Purchasing Section

1. The Definition of Purchasing Section

The writer takes two definitions of purchasing, there are

“Purchasing is a back office section which has duties in making purchase order of goods, services and determining suppliers with considering the quantity, prices, quality and dispatch of goods.” http://pyxispos.netau.net/ (September 29, 2009 at 13:41 pm).

While according to www.cognis.com (September, 29, 2009 at 21:41 pm)

“Purchasing is a vital function that contributes significantly to success of any company.”

2. The Importance of Purchasing Section

In facing the competition of accommodation industries, for instance a hotel has to be able to fulfill the guest’s satisfaction through lodging, facilities and product such as food and beverage, etc. Absolutely it makes a hotel in order to be selective in buying hotel’s necessities. As a part of Accounting Department, purchasing has several functions. One of factions is providing the hotel’s necessities such as goods, material stocks, etc. The purchasing section is also important to keep the stabilization of hotel’s profit because almost of production’s cost is handled by this section.
CHAPTER III
DISCUSSION

A. Company Profile of Sahid Jaya Hotel Solo

1. The History of Sahid Jaya Hotel Solo

Sahid Jaya Hotel Solo was the oldest hotel in Solo and the first Sahid Hotel that was build. The founders of Sahid Jaya Hotel Solo are Mr. Dr. H. Sukamdani S. Gitosardjono and Mrs. Juliah Sukamdani. They started to build this hotel in 1963 and completed in 1965. On July 8th, 1965, this hotel was officially opened with Sahid Solo Hotel as its name. At the first, Sahid Sala Solo had 26 rooms in three storied building. After having operated for a couple years, in 1995 Sahid Sala Solo got a predicate as a 4-star hotel and the name changed into Sahid Raya Hotel Solo through renovating with additional rooms and some facilities. Eventually, starting in June 2007, Sahid Raya Hotel Solo was changed into “Sahid Jaya Hotel Solo” as a 5-star hotel. It has developed as a reputable hotel by adding its rooms up to 140 rooms and completes its facilities.

2. The Location of Sahid Jaya Hotel Solo

Sahid Jaya Hotel Solo is located on Jl. Gajah Mada No. 28, Solo. This hotel has an easy access to several destinations. It only takes about 20 minutes from the hotel to Adi Sumarmo Airport, 5 minutes to Tirtonadi Solo Bus Station, and 3 minutes to Balapan Solo Railway Station. In Solo, the guests are able to visit some landmarks of Solo, such as: Mangkunegaran Palace...
which takes 1 minute from the hotel, another historical building is Kasunanan Palace which spends about 10 minutes from the hotel. To reach Klewer Market, it needs 10 minutes from hotel, Triwindu Market is an antique market which lies about 1 km from the hotel, and 40 km from the hotel to Tawangmangu.

3. The Facilities of Sahid Jaya Hotel Solo

With its slogan “Where the Tradition, Culture and Service Merged,” Sahid Jaya Hotel Solo is one of the hotels in Solo which was designed with combining traditional and modern culture. This hotel offers many facilities for supporting hotel’s operation. The facilities are:

a. Room

Sahid Jaya Hotel Solo consists of 11 floors. It has 140 rooms with 4 types of room. There are:

<table>
<thead>
<tr>
<th>No.</th>
<th>Type of Room</th>
<th>Amount</th>
<th>IDR</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Superior</td>
<td>96</td>
<td>Rp. 500.000,-</td>
</tr>
<tr>
<td>2.</td>
<td>Deluxe</td>
<td>20</td>
<td>Rp. 700.000,-</td>
</tr>
<tr>
<td>3.</td>
<td>Executive</td>
<td>23</td>
<td>Rp. 990.000,-</td>
</tr>
<tr>
<td>4.</td>
<td>Presidential</td>
<td>1</td>
<td>Rp. 3.900.000,-</td>
</tr>
</tbody>
</table>

b. Meeting Room

Sahid Jaya Hotel Solo has four meeting rooms. Each of rooms is used for the guests and it depends on their kinds of event.

- Sukoharjo Room
Sukoharjo Room is located on the first floor, it is near the lobby of hotel and it has 21 m x 11 m x 3m in size. This room becomes a functional room.

- Pedan Ball Room

Pedan Ball Room is located on the third floor. This room is the largest one in Sahid Jaya Hotel Solo and it has 21m x 11m x 2,75m in size. Usually this room is used by the guest who is going to hold a wedding party.

- Langenharjo Executive Lounge

Langenharjo Executive Lounge is located on the ninth floor. This room is the third largest room in Hotel Sahid Jaya Hotel Solo. It is usually used the guest who wants to hold a business meeting.

- Carikan Room

Carikan is located on the second floor and the third floor. Those are small meeting rooms. Each of those usually accommodates about 20 people.

c. Food and Beverage Facilities

- Ratu Ratih Coffeshop

This restaurant is open for 24 hours with special menu everyday. It is located on the first floor, near the entrance.

- Patisserie

This outlet sells many kinds of delicious cake, such as Tiramisu, Chocolate Mouse Cake, Chocolate Gateau, Black Forest, Peach Melba, etc. Those cakes are made by professional Pastry Chef.
➢ Sekar Jagad Pub and Karaoke

Sekar Jagad pub is open from 06.00 pm until 09.00 pm. It is located on the first floor near the front office and the lobby. This pub becomes a pleasant place because the guests are able to relax their mind with live music performance and they can also order certain beverage and alcoholic or non-alcoholics.

d. Sport Facilities

Sahid Jaya Hotel Solo offers 2 sport facilities, they are:

➢ Gajah Mungkur Swimming Pool

It is located in the right side of hotel, and opens from 06.00 am until 08.00 pm.

➢ Fitness Center

There are many program exercises of body that Sara’s Fitness offers, such as Aerobic, Body Language, Individual exercise, Toe Bo, Stretching, Weigh Loss and Weigh gain program and etc. This fitness is open at 06.00 am until 08.00 pm.

e. Besides those facilities above, Sahid Jaya Hotel Solo also offers some facilities, as follow:

1. Laundry and Dry Cleaning
2. Beauty Salon
3. Spa Treatment
4. Hot Spots
5. Shops
6. Taxi Counter
7. House Doctor
8. Baby Sister
9. Basement Parking Area
10. Air Plane Ticket Book

B. Accounting Department of Sahid Jaya Hotel Solo

1. Organization Chart of Accounting Department at Sahid Jaya Hotel Solo
2. The Duties for each sections of Accounting Department at Sahid Jaya Hotel Solo

Based on the organization chart above, the writer wants to explain about the job description for each section in the Accounting Department. They are:

a. Chief Accounting

The responsibilities of this section are to account the whole operational finance of hotel, to control all transaction for each sub departments, to determine the all incomes and expenditures of hotel, to coordinate and evaluate the employee’s work and also to give the way out related to the financial matters.

b. Assistant Chief Accountant

This section has responsibilities to receive and check the all finance reports from each department of hotel, to help the chief Accountant in arranging hotel’s estimates and also to make work schedule to all employees of the Accounting Department.

c. General Cashier

This section has responsibilities, such as: excepting the all expectance from all cashiers, preparing the all payment transactions, both cash and credit, and also making the General Cashier daily summary.

d. Book Keeper

This section has responsibilities, such as: making data records about all journal vouchers into the ledger and also break-down based on general account.
e. **Income Audit**

   This section has responsibilities, such as: checking the daily income reports from each outlet, and also making Daily Sales Report.

f. **Account Payable**

   This section has responsibilities, such as: operating cost and expenditures, determining department expense, making data records all transactions and also arranging payment schedule for suppliers with considering the overdue.

g. **Night Auditor**

   This section has responsibilities, such as: checking transaction flow to make a report which is called D’card Night Audit Balance, and also be a cashier.

h. **Front Office Cashier**

   This section has responsibilities, such as: making data records and posting the whole guest’s transactions, checking Master Guest Bill, giving the result of recapitulation of hotel’s income to Income Audit

i. **Account Receivable**

   This section has responsibilities, such as: making invoice based on transactions that have been checked by Income Audit and giving it to the travel agents, preparing commission statement list and submitting it to Account Payable.

j. **Payroll**

   This section has responsibilities, such as: arranging payment of employee’s salary, preparing salary account based on the data from personal report.
k. Cost Control

This section has responsibilities, such as: checking Daily Receiving Report from all departments, controlling expenses, summary the report about how much expense that have been spent by each department of the hotel and giving it to the Book Keeper as financial report, holding a market survey for every month and inventory about the level of current stocks.

l. Purchasing Supervisor

This section has responsibilities, such as: buying the whole necessities of hotel through requisition from all departments, making Purchase Order and Daily Requisition Report.

m. Receiving Supervisor

This section has responsibilities, such as: making receiving notes, checking the goods and materials that have been delivered by suppliers.

n. Store Supervisor

This section has responsibilities, such as: keeping both goods and materials as necessities of hotel, serving all departments to take the requisition of goods or materials.

C. Purchasing Section at Sahid Jaya Hotel Solo

1. The Procedures of Requisition for Purchase

Sahid Jaya Hotel Solo has several procedures that should be followed by all departments of hotel when they are going to request goods or materials to the purchasing section. They are:
a. Each department should write down the name and the quantity of goods or materials into the Requisition for Purchase form.

b. Requisition for Purchase form should have approval from the head of each department.

c. If the requisition for purchase is an urgent requisition, the departments have to confirm it in advance or give it in the morning.

2. The Principles of Purchasing Duties

In doing its duties the purchasing section in Sahid Jaya Hotel Solo uses several principles. They are:

a. The principles of purchase items

➤ *Purchase items only what your customers want*

It means that before the purchasing supervisor buys the hotel’s necessities, he has also to pay attention to the menus that the customers enjoy. It is to avoid the unnecessary stocks which are going to make squandering for the hotel.

➤ *Purchase items when you need it*

In buying the necessities, purchasing section should be considering the timing, it is hoped to avoid over ordering or under ordering stocks.

➤ *Purchase items only at the amount you need*

A purchasing supervisor is supposed to know the amount of each item that should be kept in store room by considering how long it spends to order these goods or materials and also how much these goods or materials are needed per day.
Purchase items based on the quality you need.

It means that the goods which have the expensive prices are not always to be qualified, in the other side, the goods which have cheaper prices are also able to be qualified if those are appropriate with its function. For examples, there are two tomatoes, one tomato looks fresh and another tomato looks withered, the fresh tomato will be better if it is used as garnish while the withered tomato is used as sauce.

b. The principles in selecting vendors

Purchasing section in Sahid Jaya Hotel Solo has specifications in selecting the best vendors in term of:

- Price
  
  A purchasing supervisor should be looking for the lowest possible cost or appropriate price according to the market’s levels.

- Quality
  
  A purchasing supervisor has to make sure that the goods or materials have the highest quality.

- Dispatch of goods
  
  A purchasing supervisor should make sure that the supplier is in good faith during the process of fulfilling the order.

- Term of payment
  
  A purchasing supervisor should know the term of payment from that vendor.
➢ The officially license of exertion

The vendors should have the license of exertion to make sure that its product is permissible.

3. The Equipments of Purchasing Section

They are many kinds of equipment in purchasing section which is needed to support in handling the duties. They are:

a. Printing Stationary

These equipments are used to make data records. These equipments cover Requisition for Purchase Form, Purchase Order Form, Daily Receiving Report form, Direct Purchase form, pens, letters, and block notes, etc.

b. Office Equipments

These ones are as follows: computer, typing machine, calculators, etc.

c. Transportation

Means of transportation are motorcycle, and car.

4. The Types of Hotel’s Necessities

The hotel’s necessities are classified into 5 types. They are:

a. Material Supplies

These material supplies consist of materials which are needed for supporting operational hotel, such as: stationeries, printed mater, all kinds of paper, cleaning equipments, cleaning supplies, etc.
b. Engineering Supplies

These supplies are often used by the Engineering Department, such as: residues, lamps, pipes, and other things which are related for fixing all hotel’s equipments.

c. Spa Supplies

Spa supplies are usually needed by the House Keeping Department, for instance the kinds of shampoo soap, etc.

d. Food Supplies

These supplies consist of goods which are certainly needed by the Main Kitchen or the Pastry Section. Those are separated into 2 sorts of good: the first sort is perishable such as: fish, food, ice cream, meats, and etc. The second sort is groceries such as: sugar, canned foods, sauce ketchup, fries oil, eggs, kinds of powder, and etc.

e. Beverage

There are two kinds of beverage, such as: alcoholic and non-alcoholic.

5. Purchasing Work Flow

The purchasing work flow is a sequence how the Purchasing Supervisor fulfills Requisition for Purchase from all departments in the hotel:

a. Recognizing the Requisition for Purchase

After the Purchasing Supervisor receives Requisition for Purchase from other departments, he is supposed to check it first, based on:
Selecting which one Requisition for Purchase that should be followed up first or which one Requisition for Purchase belongs to an urgent requisition.

Dividing Requisition for Purchase between direct and indirect purchase.

Usually direct purchase is used for the goods or materials which are needed in small scale activity and indirect purchase is used for goods or materials which are needed in big scale activity.

b. Selecting vendors

The next step is selecting the best vendors based on the fixed principles, such as: considering the price, quality, term of payment, etc.

c. Negotiating

Before selecting the appropriate price, the Purchasing Supervisor should compare a vendor with other vendors in order to get the lowest price with highest quality.

d. Making Purchase Order letter

After getting the appropriate vendor, the Purchasing Supervisor should make a purchase order, it contains the names, date, quantities, and prices of the goods or materials that will be ordered and he gives it to the vendor.

e. Checking the purchase order goods or materials

After the hotel receives the goods or materials that have been delivered by supplier, the Purchasing Supervisor also has to check them and make sure that those goods or materials are fit to its Purchase Order letter.
f. Making data report

When the purchase requisitions are fulfilled, the Purchasing Supervisor should make data reports, such as:

- **Direct Purchase Report**
  
  The Purchasing Supervisor has to figure up the all prices of goods or materials that have been bought through direct purchase.

- **Daily Market Lists report**
  
  After the Purchasing Supervisor gets receiving notes from Receiving Section, he should write down back receiving notes into the Daily Market List Report. It is used as proof of payment from the hotel to suppliers.

6. Activities of Trainee in Purchasing Section

The writer had done the job training for 3 months in Sahid Jaya Hotel Solo. The job training started on March 1st, 2009 and finished on June 1st, 2009. In this opportunity the writer chose the Accounting Department, especially in purchasing section. She got the morning shift from 8 am to 4 pm. During the job training, the writer did many activities.

In the morning, the writer cleans both the floor and the desk of purchasing section. After that, she takes daily market lists that have been signed up by the Purchasing Supervisor and the Chief Accounting in the Chief Accounting’s table, and then she divides between Daily Market Lists and Receiving notes. The Daily Market Lists that have been divided should be filled into the orders while receiving notes have to be submitted to the Account Payable as proof of payment for suppliers.
After filling the Daily Market Lists, the writer helped the Purchasing Supervisor to make the Purchase Order, the writer typed the Purchase Order based on Requisition for Purchase from all departments. After that, the Purchase Orders should be given to the Purchasing Supervisor for signing up by Purchasing Supervisor, Chief Accounting, and General Manager. If those Purchase Orders have been signed up, those were also supposed to be filled into the orders.

The writer also took receiving notes in the receiving room, after that she wrote down back the receiving notes into the Daily Market List form. The receiving notes itself consist of the names, date, quantity, and prices of goods or materials that have been delivered by suppliers. After that, the writer put Daily Market Lists and the Receiving notes on the desk of Purchasing Supervisor and the last, the writer made Direct Purchase Report. Usually, if the writer has been finishing her duties, she was asked to help by other sections of the Accounting Department, such as: Cost Control, Store room, Account Receivable, and etc.

7. Purchasing Staff

Officially, Purchasing Supervisor is the only one personnel in this section, he handles many requisitions from all departments of the hotel. In doing his job, he is only helped by trainee. Although only from a Senior High School graduate, he has had a lot experience in hotelier. He has been more than 15 years working at Sahid Jaya Hotel Solo and over 5 years in handling Purchasing Section. He also ever had been placed in several sections of the Accounting Department, such as: Receiving Section, Store Section, and Account Receivable. He is fast learning and
discipline type of person. The whole his job is done on time and the result is well done.

8. Purchasing Section Cooperation

It is impossible for the Purchasing Section to fulfill the necessities of the hotel without help and cooperation from other sections. The sections that help the Purchasing Section to do its job are Store Section, Cost Control, and Receiving Section.

a. Store Section

Store keeper helps the Purchasing Supervisor by giving the report about the levels stock of goods and materials in store room and also suggesting which one stock that should be fulfilled first.

b. Cost Control

Cost control as guiding for the Purchasing Supervisor in negotiating the prices of hotel’s necessities.

c. Receiving Section

Receiving section helps the Purchasing Supervisor in checking the prices and the goods or materials that have been delivered by suppliers.
CHAPTER IV
CONCLUSION AND SUGGESTION

A. Conclusion

Based on the discussion in the previous chapter, there are some conclusions that can be drawn from this final project report. The first conclusion is, the Accounting Department at Sahid Jaya Hotel Solo has been divided into 2 main functions to make it easier in handling its job. The first function is Out flow (Expenditures), this function consist of several sections, they are: Purchasing Section, Receiving Section, Store Section, Account Payable Section and Cost Control Section. The second function is In flow (Income), this function consist of several sections, they are: Income Audit Section, Payroll Section, Account Receivable Section, Cashiering Section (outlet cashier, front office cashier, nite audit, general cashier), and Book keeper Section.

And the second conclusion is, as a Five-Star Hotel in Solo, Sahid Jaya Hotel gives good services with the best products to the guest. One section which becomes a vital function of hotel is purchasing section. This section has main duty to provide the whole of hotel’s necessities, such as: Material Supplies, Engineering Supplies, Spa Supplies, Food Supplies, and Beverages. Sahid Jaya Hotel Solo has good purchasing which is able to provide the highest quality of hotel’s necessities, supported with using several principles of purchasing duties, sophisticated staff, and good coordination between other sections. Absolutely, this
condition does not only make the guests feel satisfied with its product, but also bring the hotel to become a trusted hotel.

**B. Suggestion**

To improve the work quality of the Purchasing Section, the writer would like to suggest that:

1. The Management of Sahid Jaya Hotel Solo should pay more attention to the equipments which are not proper anymore to be used, it certainly has a purpose to improve work quality.

2. The purchasing section should create a better coordination for all departments of the hotel in order to avoid buying low quality stuffs.

3. All sections of the Accounting Department at Sahid Jaya Hotel Solo have to improve their coordination. After having job training for 3 months, the writer found that sometimes misunderstandings still occurred among other sections. In order to get a better management the hotel should figure out new rules to fix it.
BIBLIOGRAPHY

A. Book References


B. Virtual References


www.bussinesdictionary.com accessed on September 29, 2009 at 13.50 pm.

www.cognis.com accessed on September 29, 2009 at 21:41 pm.
APPENDICES
MEAT
AUSTRALIAN BEEF TENDERLOIN 100 gr IDR. 55
150 gr IDR. 70
200 gr IDR. 80
AUSTRALIAN STRIPLOIN 100 gr IDR. 50
150 gr IDR. 65
200 gr IDR. 75
BEEF TENDERLOIN LOCAL 100 gr IDR. 35
150 gr IDR. 50
200 gr IDR. 60
AUSTRALIAN LAMB CHOP 110 gr IDR. 60
150 gr IDR. 80
Served with FRESH GARDEN SALAD with choice of dressing, 1000 Island or French Vinaigrette.

FISH
ATLANTIC SALMON 100 gr IDR. 45
150 gr IDR. 65
200 gr IDR. 80
TUNA STEAK 100 gr IDR. 40
150 gr IDR. 55
200 gr IDR. 60
CHICKEN BREAST 120 gr IDR. 30
180 gr IDR. 40
ANEKA NASI BAKAR IDR. 17.5

SEASONAL BUTTERED VEGETABLES Choice of Sauce: BBQ Sauce, BLACK PEPPER Sauce, BEARNAISE Sauce, TERIYAKI Sauce

FACILITIES:
* ACOUSTIC LIVE MUSIC
* KARAOKE TV

Weekly Programme
TIME: 09.00 pm - 12.00 pm
MondaY Madness
50% OFF All Cocktails
15% OFF Hot Stone Steak
TuesDAy Classic Rock
Rock’n Roll Club
50% OFF Happy Hours Beer
15% OFF Hot Stone Steak
WednesDAY Oldies
Cocilicious
Buy 1 Get 1 Bottle
15% OFF Hot Stone Steak
THURSDAY Zona 80’s
10% OFF Mama tequila Shooter
15% OFF Hot Stone Steak
FridAY Country Plus
Scream Out
10% OFF Shooter Get Mad
15% OFF Hot Stone Steak
SaturDAY Blues Club
Blues Party
Buy 1 Get 1 Wine Bottle
10% OFF Hot Stone Steak
SUNDAy Top Fourty
University
15% OFF Alcohol All Item
15% OFF Hot Stone Steak

Harga terdapat ditambah termasuk 21% pajak & pebayan
Above prices are subject to 21% tax & service charge

HOTEL SAHID JAYA SOLO
Jl. Gajah Mada 82 Solo 57132 Indonesia, Telp: 0271 - 644144, Fax: 0271 - 644133
Email: sahidso@indomai.net.id, Website: www.sahidjayasolo.com
## Room Rate 2009

<table>
<thead>
<tr>
<th>Type of Room</th>
<th>Single or Double</th>
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<tr>
<td>Executive Suite</td>
<td>IDR 990,000</td>
</tr>
<tr>
<td>Presidential Suite</td>
<td>IDR 3,900,000</td>
</tr>
</tbody>
</table>

- Rates are subject to 11% Government Tax and 10% service charge including breakfast.
- Extra Bed: IDR 200,000 net.
- Room Reservation will be held until 6 pm unless guaranteed by Credit Card or one night deposit.
- Children under 12 years old stay free in parent's room.
- Children 4 - 12 years old get 50% breakfast discount.
- All major Credit Cards are accepted.
- All rates are subject to change without prior notice.

### Hotel Facilities
- 140 rooms and Suite.
- Colour TV, Mini Bar, IDD telephone, Hair Dryer, Tea & Coffee making facilities.
- 24 hours "Ratu Ratih" coffee shop, serves popular local & Continental Cuisine, Buffet breakfast, A la carte available.
- 24 hours room service.
- Patisserie.
- Sekar Jagad PUB & Karaoke TV.
- Executive Lounge, Floor 9.
- Non-smoking floor available.
- Swimming pool, Fitness center & Spa.
- Free transportation to Airport, Railway station V/V.
- Credit Card accepted: Amex, Dinners Club, Visa, Master and BCA.
- Bank: Bank NIAGA; 056.01.0079.00.6, PT SAHID & CO.
- Same day Laundry and Dry Cleaning.
- Meeting Room, Ball Room.
- Hotspot 24 hours.
- Shopping Arcade.
- Safe Deposit Boxes.
- Javanese Orchestra.
- Taxi counter.
- Business Center, Beauty Salon, Drugstore.
- House Doctor & Baby Sitter upon request.
- Car Parking.

**Managed by:**

SAHID INTERNATIONAL HOTEL
MANAGEMENT & CONSULTANT (PT. SHWIS)

Jl. Gajah Mada 82 Solo 57132, Jawa Tengah - Indonesia
Telp: 0271 - 644144, Fax: 0271 - 644133, E-mail: sahidslo@indosat.net.id
SERVICES & FACILITIES

ROOM RATES 2009

<table>
<thead>
<tr>
<th>TYPE OF ROOM</th>
<th>SINGLE / DOUBLE</th>
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<tr>
<td>DELUXE</td>
<td>IDR. 700.000</td>
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<tr>
<td>EXECUTIVE SUITE</td>
<td>IDR. 990.000</td>
</tr>
<tr>
<td>PRESIDENTIAL SUITE</td>
<td>IDR. 3,900.000</td>
</tr>
</tbody>
</table>

* Rate are subject to 11% Government Tax and 10% Service charge Include Breakfast
* Extra Bed IDR. 200,000
* Room reservation will be held until 6 pm. Unless guaranteed by Credit Card or One Night Deposit
* Children under 12 years old stay free in parent's room
* Children 4 - 12 years old get 50% Breakfast Discount
* All Major Credit Card are accepted
* All rates are subject to charge without prior notice

Ratu Ratih
(24 Hours COFFEE SHOP)

Sekar Jagad
PUB & KARAOKE TV
NIGHTLY ENTERTAINMENT
Good Music!
Good Food!
Good Drink!

KOES PLUS NITE
FRIDAY SPECIAL
Live Music: 9 pm - Midnite
LAUNDRY & DRY CLEANING
- Open Daily: 08:00 - 14:00 pm
- Hand Wash: IDR 175,000
- Machine Wash: IDR 150,000
- Dry Cleaning: IDR 150,000
- Alteration: IDR 100,000

MELATI SALON
- Hair Beauty, Massage & Treatment
- Haircut
- Make Up & Nails
- Massage

GAVA SPA TREATMENT
- Facial: IDR 170,000
- Body Massage: IDR 180,000
- Body Scrub: IDR 190,000
- Body Wrap: IDR 200,000

RUANG TPAHAN
- Batik Dress: IDR 150,000
- Cotton Dress: IDR 100,000
- Casual Wear: IDR 50,000

PATTERNS
- Batik Dress: IDR 150,000
- Cotton Dress: IDR 100,000
- Casual Wear: IDR 50,000

HOT SPOT
- Lobby Bar
- Group Room
- Coffee Shop

GAVA SWIMMING POOL
- Single Room: IDR 35,000
- Double Room: IDR 50,000
- Suite: IDR 100,000

FITNESS CENTER
- Single: IDR 150,000
- Double: IDR 200,000
- Suite: IDR 300,000

JAKARTA AIRPORT
- Lounge
- Airport Shuttles

WISATA AIR TERBANGAN
- Travel Services
- Car Rental
- Hotel Booking

TAWANGMANGU
- Sightseeing
- Cultural Tours
- Beach Activities

IT. SAURIA CEME VISATA
- Tel: 0811-123-456
- Fax: 123-456-789
- Email: info@visata.com

Kami akan ke alamat tujuan dalam kota
dan penambahan biaya IDR 200,000

Bed and Breakfast
- Twin Room: IDR 150,000
- Double Room: IDR 200,000
- Suite: IDR 300,000

Food and Drink
- Breakfast
- Lunch
- Dinner

Meetings and Events
- Conference Room
- Banquet Hall
- Exhibition Space

Leisure Activities
- Golf
- Tennis
- Swimming

Business Services
- Photocopying
- Printing
- Fax Services

Travel Services
- Car Rental
- Flight Booking
- Hotel Reservations

Recreation
- Swimming Pool
- Fitness Center
- Spa and Massage

Contact Information
- Phone: 0811-123-456
- Fax: 123-456-789
- Email: info@visata.com

Location
- Address: Jl. Visata, Jakarta
- Map: Available
- Accessible by Taxi

Special Offers
- Early Bird: 10% Discount
- Group Discount: 20%
- Stay Longer and Save

Terms and Conditions
- Check-in: 2:00 pm
- Check-out: 12:00 pm
- Minimum Stay: 2 Nights
- Full Prepayment Required

Cancellation Policy
- Free cancellation up to 24 hours before check-in
- Late Check-out Fee: IDR 150,000
- No Shows: Full Payment
A SAHID CITY RESORT HOTEL

Sahid newest and finest five star Business Hotel. Only short drive from the newly expanded Adisutjipto Airport. Extremely convenient to the Royal Kawasan and itself a glorious monuments to Solo's traditional arts and cultures.

* 138 Luxurious Rooms and Suites
* Colour TV, Mini Bar, IDD Telephone, Hair Dryer
* Tea & Coffee making facilities
* Round the clock Room Service
* Business Centre
* Filled with a fascinating mix of local and international shops
* In Room Dining
* Presidential Suite
* Jokowi Jaya Suite
* Jokowi Jaya Meeting Room
* Jokowi Jaya Executive Lounge
* Carpark C, Carpark D
* Gajah Maunah Swimming Pool
* Javanese Tennis Court & Garden
* Same day Laundry & Dry cleaning
* Business Center
* Free Daily Breakfast
* Executive Chef
* Baby Sitter upon request
* Taxi Counter
* Business Centre
* Beauty Salon
* Drug Store
* Parking Lot

Credit Card Accepted: Amex, Diners, Visa, Master, JCA accepted

DISTANCE FROM POINTS OF INTEREST

* Hotel to Airport
  15.5 km/20 minutes
* Hotel to Railway Station
  0.5 km/ 5 minutes
* Hotel to Bus Station
  1 km/ 5 minutes
* Hotel to Business District
  1 km/ 5 minutes

ACCOMMODATION

* SUPERIOR
  * DELUXE
  * EXCLUSIVE SUITE
  * PRESIDENTIAL SUITE

95 rooms
20 rooms
22 rooms
1 room

SAHID HOTELS

SAHID JAYA SOLO
Telp. 0271 - 644141

SAHID JAYA JAKARTA
Telp. 021 - 5704444

SIYANA SAHID APARTMENT
Telp. 021 - 6542222

SAHID JAYA LIPPO CIGARANG
Telp. 021 - 9972352

SAHID JAYA MAKASAR
Telp. 0411 - 875737

SAHID JAYA YOGYAKARTA
Telp. 0274 - 808888

KUSUMA SAHID PRINCE HOTEL
Telp. 0274 - 456356

SAHID SUBABAYA
Telp. 031 - 5632711

SAHID BANDAR LAMPUNG
Telp. 0731 - 688888

SAHID TATJAJA
Telp. 0423 - 224444

SAHID MANADO
Telp. 0431 - 851688

SAHID KARNAVA MANADO
Telp. 0431 - 467777

SAHID SENGIGI BEACH VILLAS
Telp. 031 - 5739888

SAHID IMARA HOTEL PLEMBEANG
Telp. 031 - 371000

SAHID INTERNATIONAL HOTEL
MANAGEMENT & CONSULTANT (PT SUHAR)
WEDDING

ANGGREK KHAYangan
Rp. 39.000.000,- nett

Facilities:
- Mobil Pengantin Baby Benz
- Gedung Resepsi
- Hidangan Prasmanan untuk 300 Orang
- Soft drink dan Kue kecil
- Dekorasi Standar - Pelaminan / Barat - Traditional
- Karpet Merah
- Kamar Mayang
- Melati Tabur
- Mini Garden
- Buku Tamu - 4 buah
- Perijinan
- Kamar Pengantin
- Kamar untuk Orang Tua Pengantin
- Kue Tart di Kamar Pengantin
- Fruit Basket di Kamar Pengantin
- Solo Organ & Singer

MAWAR IMPIAN
Rp. 33.000.000,- nett

Facilities:
- Gedung Resepsi
- Hidangan Prasmanan untuk 300 Orang
- Dekorasi Standar - Pelaminan / Barat - Traditional
- Karpet Merah
- Kamar Mayang
- Melati Tabur
- Mini Garden
- Buku Tamu - 4 buah
- Perijinan
- Kamar Pengantin
- Kamar untuk Orang Tua Pengantin
- Kue Tart di Kamar Pengantin
- Fruit Basket di Kamar Pengantin
- Solo Organ & Singer

MELATI SUCI
Rp. 27.500.000,- nett

Facilities:
- Gedung Resepsi
- Hidangan Prasmanan untuk 300 Orang
- Dekorasi Standar - Pelaminan / Barat - Traditional
- Karpet Merah
- Kamar Mayang
- Melati Tabur
- Mini Garden
- Buku Tamu - 4 buah
- Perijinan
- Kamar Pengantin
- Kamar untuk Orang Tua Pengantin
- Kue Tart di Kamar Pengantin
- Fruit Basket di Kamar Pengantin
- Solo Organ & Singer

SUPERIOR ROOM

DELUXE ROOM

EXECUTIVE SUITE

STUDENT

- Twin Sharing / berdua satu Kamar
- Triple / bertiga satu Kamar
- Quartet / borgo satu Kamar

Facilities:
- Twin Sharing / berdua satu Kamar
- Triple / bertiga satu Kamar
- Quartet / borgo satu Kamar

TABLE MANNER COURSE
Rp. 85.000,-nett/pax

Facilities:
- Meeting Room
- Instructur
- Teori Jamuan Makan / Dinner Etiquet
- Buku Panduan / Hand Book

BIRTHDAY

Facilities:
- Funclion Room / Gedung
- Decoration / Dekorasi
- Hidangan Prasmanan untuk 100 Orang
- Kue Ulang Tahun
- Sound System
- Solo Keyboard & Singer

HOTSPOT

ilan Wireless Connection 24 jam
Di Lobby, Ratu Ratih Coffee Shop, Sekar Jagad PUB & Karaoke, dan di semua Ruang Meeting.
POOL & FITNESS
HOTEL SAHID JAYA SOLO
OPEN DAILY: 06.00 - 20.00

SPECIAL AEROBIC
MONDAY, WEDNESDAY, FRIDAY
TIME: 17.00 - 19.00

GYMNASIUMS
AEROBIC ROOM
JOGGING TRACK
SWIMMING POOL
SHOWER (HOT/COLD)

* Aerobic Class * Body Language * Body Building
* Low Impact * High Impact * Stretching * Tae Bo
* Individual Exercise * Weight Loss Program
* Weight Gain Program * Swimming
* Fitness For Sports

FITNESS CENTER

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SWIMMING POOL

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Daily Visit IDR. 30,000

Daily Visit IDR. 20,000

Jl. Gajah Mada 82 Solo 57132 Indonesia
Tel: 0271 - 644144, Fax: 0271 - 644133
Email: sahidslo@indosat.net.id, www.sahidjayasolo.com