

**PROCEDURE OF MAKING GOODS INVENTORY AT
SECRETARIAT DEPARTMENT OF UNGARAN CITY**

PAPER

**presented in partial fulfillment of requirements for the completion
of Diploma III Program of the English Department
specialized in Office Management**



by :

Rismawati Ningrum

C21.2004.00533

**FACULTY OF LANGUAGES AND LETTERS
DIAN NUSWANTORO UNIVERSITY
SEMARANG**

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PAGE OF APPROVAL

This paper has been approved by Broad of Examiners, Diploma III Study Program
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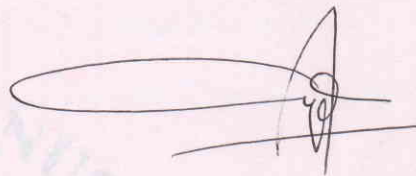
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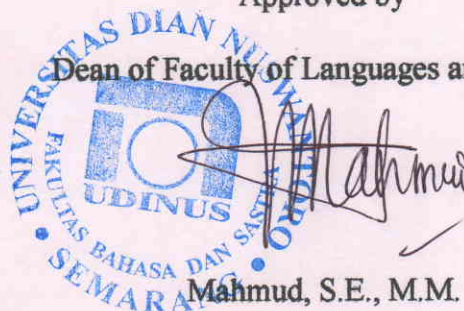
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Semarang, September 2007

Rismawati Ningrum

ABSTRACT

This paper, entitled "Procedure of Making Goods Inventory at Secretariat Department of Ungaran City", is the result of field study conducted for one month (1 February – 28 February 2007) at Secretariat Department of Ungaran City. This paper is aimed at describing the procedure of making goods inventory at Secretariat Department of Ungaran City.

The data were collected by using interview, observation and library research methods. The interview method was conducted to get the information about the procedure of making inventory at Secretariat Department of Ungaran City. The observation method was aimed at understanding the procedure of making inventory at Secretariat Department of Ungaran City. The library research methods was aimed to learn the procedure of making inventory from book reference.

From the study, it can be concluded that the procedure of making goods inventory at Secretariat Department of Ungaran City includes.

1. Preparation of Inventory
 - a. Shaping inventory team
 - b. Doing socialization
2. Realization of Inventory
 - a. Realization of physical inventory
 - b. Good region explanation
 - b.1. Methodology and explanation
 - b.2. Building explanation
 - b.3. Tools explanation
3. Report of Inventory Result

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