**Template Surat Pengantar Registrasi Pejabat Pembuat Komitmen (PPK)**

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| **KOP INSTANSI**  …..*[tempat], [tanggal]…..*  Nomor : ……. Kepada Yth.:  Lampiran : 1 (satu) berkas Ketua LPSE Kabupaten Wakatobi  Hal. : **Registrasi Pejabat** Di –  **Pembuat Komitmen (PPK)** Wangi-Wangi     |  |  |  |  | | --- | --- | --- | --- | | No. | Uraian | Lampiran | Keterangan | | 1. | Permintaan pembuatan akun/ registrasi Pejabat Pembuat Komitmen *Dinas/Badan……* pada Aplikasi SPSE | 1. Formulir isian pembuatan Akun Pejabat Pembuat Komitmen (PPK); 2. Fotokopy Sertifikat Ahli Pengadaan; 3. Surat Keputusan Pengangkatan Pejabat Pembuat Komitmen (PPK) | Dikirim untuk jadi bahan seperlunya |   *Kepala Dinas/Badan ………*  ***[nama PA/Kepala OPD]***  *NIP.* |

**Formulir Isian Pembuatan Akun Pejabat Pembuat Komitme (PPK)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **FORMULIR ISIAN PEMBUATAN AKUN PEJABAT PEMBUAT KOMITMEN (PPK)**   |  |  | | --- | --- | | **DATA INSTANSI** | | | Nama Instansi |  | | Alamat |  | | Kode Pos |  | | Telepon |  | | Fax |  |  |  |  | | --- | --- | | **DATA PEJABAT PEMBUAT KOMITMEN (PPK) (Sesuai SK Pengangkatan)** | | | Nama |  | | NIP. |  | | Telp. |  | | NIK |  | | Email |  | | Pangkat |  | | Golongan |  | | Jabatan |  | | Nomor Sertifikasi Ahli Pengadaan |  | | Nomor SK |  | | Masa Berlaku SK |  |  |  |  |  | | --- | --- | --- | | Tanggal | Pemohon | Tanda Tangan | |  |  |  | |