**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

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| --- | --- | --- | --- |
| 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 |
|  |  |  |

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