



UNIVERSITI TEKNOLOGI MARA SARAWAK
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY STUDIES
BACHELOR OF ADMINISTRATIVE SCIENCE (HONS.)

ADS 666 PRACTICAL REPORT

PUSTAKA NEGERI SARAWAK

PREPARED BY

NURSYARFA BINTI ASHARI

2011694234

MARCH-JULY 2013

ACKNOWLEDGEMENT

In completing this report, I would like to thank my supervisor, Miss Sharon Pearl Anak Henry Serub for her guidance and consideration in helping me completed this report. Without her I would have been lost of direction.

I also would like to thank my supervisor at my practical training, Encik Paidi Amat Mokito and Puan Ammie Syarina Binti Mohd Jelani for they care and guidance during my practical training at Pustaka Negeri Sarawak. I am much appreciated all the care they and all the staff gave me while my practical training.

Besides that, I also would like to thank my friends who have help me in some part that I do not understand and make me completed this report more understandable.

I would like thank God Almighty without whose blessing I will not have successfully completed this report.

Nursyarfa Binti Ashari (2011694234)

Bachelor of Administrative Science (Honours)

Faculty of Administrative Science and Policy Studies

Universiti Teknologi Mara Sarawak

THE DECLARATION FORM

Declaration

I hereby declare that the work contained in this practical report is original and my own expect those accordingly identified and recognised. If I later found to have committed plagiarism or acts of academic dishonesty, action can be taken in accordance with UiTM's rules and academic regulations.

Signed:



NURSYARFA BINTI ASHARI

2011694234

TABLE OF CONTENT

LIST OF ILLUSTRATION

CHAPTER ONE

1.0 Introduction

1.1	Organization Background.....	1-2
1.2	Organization Objectives.....	2
1.3	Organization Mission.....	3
1.4	Organization Vision.....	3
1.5	Organization Structures.....	4
1.5.1	Organization Chart of the Finance.....	5
1.6	Sectors.....	6-13
1.7	Client Charter.....	14
1.8	Corporate Logo Rationale.....	15

CHAPTER TWO

2.0 Introduction

2.1	First Week.....	16-18
2.2	Second Week.....	19-20
2.3	Third Week.....	21-22
2.4	Fourth Week.....	23
2.5	Fifth Week.....	24-25

CHAPTER THREE

3.0 Introduction

3.1 Filing System

- 3.1.1 What is a file?.....26-27
 - 3.1.2 What is filing system?.....27-28
 - 3.1.3 What criteria should a filing system fulfill?.....29
 - 3.1.4 Important things to know about filing.....30-31
 - 3.1.5 Types of Filing System.....31-44
- 3.2 Application of filing system in Pustaka Negeri Sarawak.....45-46

CHAPTER FOUR

4.0 Introduction

- 4.1 Strength.....47-48
- 4.2 Weaknesses.....49-50
- 4.3 Recommendation.....51

CHAPTER FIVE

5.0 Introduction

- 5.1 Conclusion.....52-54

References.....55

LETTER OF SUBMISSION

June 2013

Miss Sharon Pearl

Faculty of Administrative Science & Policy Studies

Universiti Teknologi Mara

94300 Kota Samarahan

Sarawak.

Dear Miss,

SUBMISSION OF PRACTICAL REPORT

Attached herewith, the practical report titled "Pustaka Negeri Sarawak" to fulfil the requirement as needed by Faculty of Administrative Science & Policy Studies, Universiti Teknologi Mara Sarawak.

Thank you.

Yours sincerely,



.....
(NURSYARFA BINTI ASHARI)

BACHELOR OF ADMINISTRATIVE SCIENCE (HONOURS)

2011694234

CHAPTER

I

CHAPTER ONE

INTRODUCTION OF THE ORGANIZATION

1.0 INTRODUCTION

This chapter includes the background of the organization, objectives, mission, vision, organization structures, organization chart of the Finance Unit, sectors, client charter and logos.

1.1 BACKGROUND OF ORGANIZATION

Pustaka Negeri Sarawak is the state library and conceived as the main sources of information and as the hub of information services for the public and private sectors. It is linked with libraries, archives and information centers elsewhere in Sarawak and throughout Malaysia. It also provides a gateway into and from publicly accessible international information centres. Its complex serves as a community centre of knowledge and cultural enlightenment, where Malaysians in Sarawak can not only access a vast store of information, in the form of both printed and electronic media, but also gather for educational and cultural exchanges, programmes and participate in many other regularly conducted activities.

Pustaka Negeri Sarawak is located at Jalan Pustaka, Off Jalan Stadium, Kuching, Sarawak. The environment around Pustaka Negeri Sarawak is beautiful. It is set within a vast park that covers the State Mosque and the Minaret Gardens on the western side. Therefore, Pustaka Negeri Sarawak is truly a place conducive for learning and reflection. Meanwhile, the interiors design of the Pustaka complex is a modern structure that fit right into the 21st century. The interiors of Pustaka Negeri Sarawak are truly an architectural and information technology marvel, a perfect marriage of the two. It also provides a mentally stimulating ambience for the seekers of information and knowledge. Different facilities are available for its patrons at the ground floor and first floor levels. Its exteriors are as close to nature as possible. It have a beautiful park which includes a lake, areas for public performances and art exhibitions, a playground, picnic areas, a scenic drive, pedestrians walkaways and bicycle lanes strewn with trees, shrubs and flower gardens.

(Website: www.pustaka-sarawak.com)

1.2 OBJECTIVES

The objective of Pustaka Negeri Sarawak is to promote acculturation of knowledge in the State. It encourages people to practice a culture of reading. Pustaka has provides a lot of information services and books in order to raise awareness about the importance of reading in the community. Besides that, it also wants to cultivate interests and reading habits among the Malaysians especially teenagers. By encouraging people to reading it will enable them improve their

readability. It also can promote lifelong learning and love of knowledge. Moreover its objective is suitable with their tagline which is “Pustaka, Your Knowledge Partner”.

(Website: www.pustaka-sarawak.com)

1.3 MISSION OF ORGANIZATION

A mission of Pustaka Negeri Sarawak is to provide access to information resources and to preserve Sarawak’s intellectual heritage for the people of Sarawak. In order to achieve the mission, they have to encourage people to practise a culture of reading and love of knowledge so that they can access to information resources and able to preserve Sarawak’s intellectual heritage for the people of Sarawak.

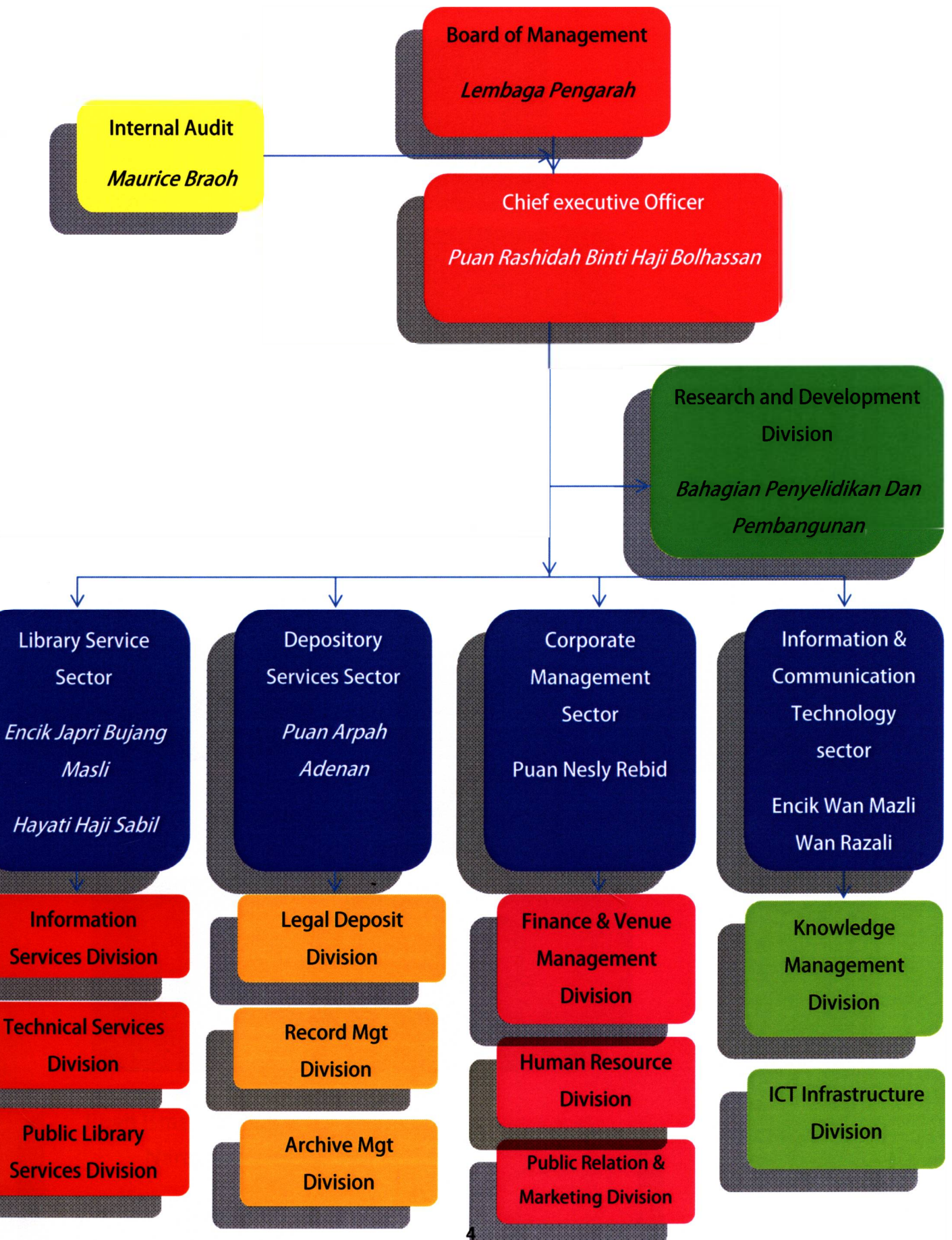
(Website: www.pustaka-sarawak.com)

1.4 VISION OF ORGANIZATION

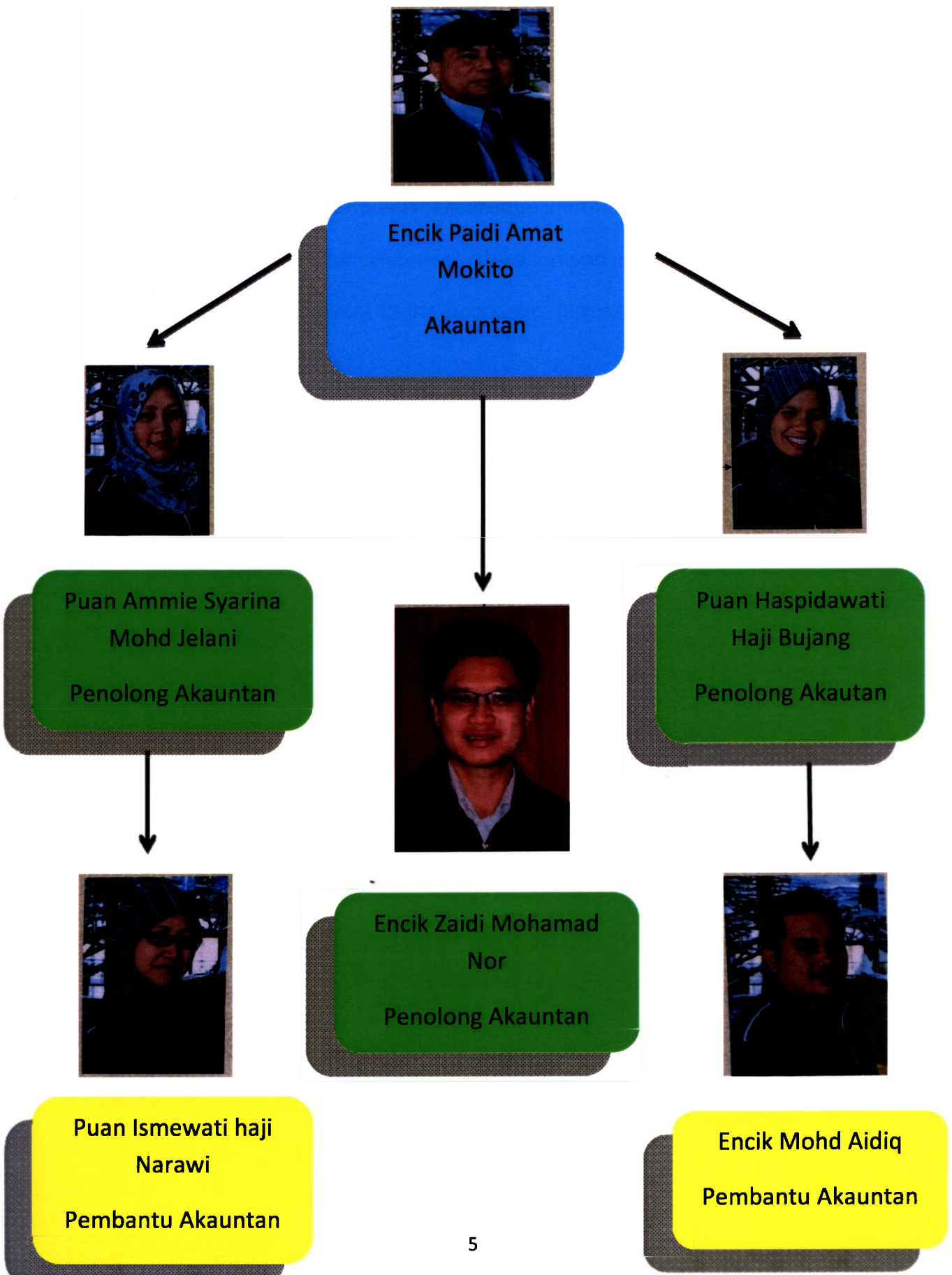
A vision of Pustaka Negeri Sarawak is to be the reservoir and fountain of information and knowledge to the State. This vision is can be achieve by the Pustaka Sarawak when they can provide a lot of information resources needed by the community can be fulfilled.

(Website: www.pustaka-sarawak.com)

1.5 ORGANIZATION STRUCTURE



Organization Chart of the Finance Unit



1.6 SECTORS

Library Services

A. Information Services

Objectives:

- To disseminate and transmit knowledge information and data on the State.
- To provide centre for reference, education and information of dissemination of information relevant to the economic, historical, social, cultural, political and other background development and achievement of the State.
- To hold and participate in exhibition or display of library resources and the information or data collected, maintained or held by the State Library
- To promote or stimulate interest on reading, library works and to promote literacy arts and the usage of modern technology in the transmission and dissemination of knowledge, information and data.
- To facilitate the dissemination of knowledge and information, the appreciation of arts, culture, traditions, history and achievements of the State and its people.
- To provide such services and facilities as the State Library is able to provide to the public and to any public library or resource centre and to provide training for library personnel.

B. Technical Services

The technical Service Division's role is to make available all categories of library collections. It involves the processing and maintenance of a library's physical collection, e-resources, and online databases. Technical Service also handles maintenance of an online catalogue, creation and maintenance of bibliographic records in ANGKASA (the library system). Technical Service also covers the tasks involved in the Gift and Exchange of library materials, preserve and makes available all materials in certain defined categories of Sarawakian related materials.

Objective:

- To acquire and facilitate access to all forms of information in all subject areas to meet the needs of present and future clients of Pustaka Negeri Sarawak, paying special attention to local and global electronic information sources and all kinds of documentary records relating to Sarawak.

C. Public Library Services

The public library services of Pustaka Negeri Sarawak have been streamlined and placed under the purview of the Public Library Service Division so as to have a more concerted and synchronized efforts in the promotion of reading and reader development in the whole state of Sarawak. The streamlining of these services is long sought for due to the idiosyncratic nature of the implementation of reading promotion and reader development activities in the state.

Objective:

The Public Library Service Division was set up with the following objectives

- To enhance state wide reading campaign activities.
- To provide guidance and advisory services to public libraries especially in information services provision and reading campaign
- To provide mobile multimedia library services (e-Pustaka).
- To intensify effort to influence public opinion into accepting reading as positive behaviour that needs to become daily routine.

Services and Functions

To achieve its objectives, PLS provide the following services to public library libraries in Sarawak:

- To provide, maintain and enhance mobile multimedia service (e-Pustaka in Kuching and Lawas.
- To plan and coordinate the implementation of state wide reading campaign and reader development activities via the cooperation of the local authority libraries
- To plan and provide training pertaining to the handling of reading campaign and reader development activities, including the development and distribution of self-instruction modules and toolkits.
- To give advisory services pertaining to library cooperation, smart-partnership and networking among public libraries and information centres.
- To give advisory services relating to physical library development, collection development, organization and management of resources, information and reference services, and information and communication technology
- To develop and distribute promotional items to public libraries
- To identify and potential reading campaign and reader development activities
- To be the main coordinator for National Library of Malaysia-funded reading campaign activities at the state level.

Depository Services

A. Legal Deposits Division

Roles of Legal Deposits:

- To provide for the preservation and use of library resources or materials published in Sarawak.
- To create standard bibliographic records of library resources or materials published in Sarawak.
- To maintain statistical records of library resources or materials published in Sarawak.
- To create awareness on legal Deposit requirement.

B. Record Management Division

1) Public Record Management Guideline For Government Departments

(2) Surat Pekeliling Pemindahan Rekod-rekod Awam ke Pustaka Negeri Sarawak Bil.1 Tahun 2011

(3) Borang Pemindahan Rekod

(4) Borang Pemindahan Rekod Kartografi & Senibina

(5) Borang Pemindahan Rekod Pandang Dengar

What is record?

Record is a specific piece of information produced or received in the initiation, conduct or deletion of an institutional or individual activity and that comprises sufficient content, context and structure to provide evidence of an activity.

Public Records

Based on Sarawak State Library Ordinance 1999, public records means papers, documents, instruments, registers, maps, drawings, photographs, films, microfilms, magnetic disks or diskettes, video tapes, cassette tapes and recordings of any kind whatsoever, officially received, printed or produced by any public office or by any public officer in the course of his official or public duties.

Functions

- Provide advice and guidance on all aspects of records management to government departments and other public bodies on the management of records.
- Review and approved records including drawing up schedules for transfer to Archive and disposing of inactive records.
- Preserve and approve active and semi-active records.
- Regulate awareness programmes on management of records.

C. Archives

What are archives?

Archives are those records that have been appraised and selected from the general body of records as being worthy of permanent retention. Those records are judged to have long-term value for reference or research.

The archives is also one of the central cultural institutions of its society; serving as a center of research, an underpinning of the right of citizens, a place for public research and a guardian of culture.

Based on SARAWAK STATE LIBRARY ORDINANCE, 1999, PART IV: STATE DEPOSITORY, Section 14. (1) (d) to maintain, preserve and keep public records which are more than twenty-five years old, and other documents, papers, instruments, and statutes, statutory orders, regulations or decrees, directed by State Secretary to be maintained, pre-served and kept in the State Depository on account of their historical value or public importance.

Functions

- Promote the preservation of non-active public records (public records which are more than 25 years old) of the State of Sarawak and other documents, papers, instruments and statues, statutory orders, regulations or decrees, directed by the State Secretary to be maintained, preserved and kept in the State Depository on account of their historical value or public appearances.
- To exercise control over the retention and disposal of public records.
- To provide facilities for the storage of public records.
- To regulate proper control over the administration of public records.

- To exercise control over the disposal of public records.
- To regulate and conduct awareness programmes on the importance of Archives.

(Website: www.pustaka-sarawak.com)

1.7 CLIENT CHARTER

In line with Pustaka Negeri Sarawak objectives and the responsibilities entrusted, we pledge to our clients that we will give:

1. Services

To provide real time reference and referral services to meet the information needs of users.

2. Collection

To develop information resources based on the Collection Development Policy and Sarawak State Library Ordinance, 1999 requirements.

3. Access

To give 24 hours access to information on line, onsite or collaborative efforts.

(Website: www.pustaka-sarawak.com)

1.8 CORPORATE LOGO RATIONALE



Sarawak State Crest.

- The 5 curved lines are conceptualized from the side view.
- The following direction of these five lines from left bottom to right up corner is leading to 5 Basic Qualities of a modern digital library.
- The shape of the traditional handicraft of hornbill ivory is conceptualized from a curved book cover, of which is to represent.
- The toning Pustaka Negeri Sarawak's green is to represent boundless and infinite knowledge, just like sky and Ocean.

(Website: www.pustaka-sarawak.com)

CHAPTER

2

CHAPTER TWO

SCHEDULE OF PRACTICAL TRAINING

2.0 INTRODUCTION

This chapter describes the summary and job description that have been assigned during the training according to the log book.

2.1 First Week (28 January 2013 – 1 February 2013)

On the first day, I came to the Pustaka Negeri Sarawak and meet Puan Suria Sonia as she handles the practical students that are registered to the organization. She gave a simple briefing regarding rules and regulations that need to be followed while undergoing a practical training and she also placed me under the Finance Unit. She also introduces me to my supervisor, Puan Ammie Syarina Binti Mohd Jelani. Moreover, I also have been introduced to all the staff in that section. There are 7 staffs in that section which are Encik Paidi Amat Mokito, Puan Ammie Syarina, Puan Haspida, Puan Ismewati, Encik Zaidi, Encik Mohd Aidiq and Encik Muchsin. In that section, I was given a task which is filing the documents such as services order, cash receive voucher, manage the payment process. Encik Zaidi and Encik Muchsin has taught and explained to me on how to handle the task. Before starting doing my works, I attended the Staff Assembly. In this Staff Assembly, I have to introduce myself to all the Pustaka Staffs. Besides filing the services order, I have to label it and also the invoices. Encik Muchsin also given me the task which is I have to contact the suppliers in order for them to claim the payment.

On my second day, Puan Ammie has given me a new task which is to label the new file of BRV (Bank Receive Voucher) according to a sequence of number. After I have finished labeling the files, Puan Ismewati asked for help her to arrange or compile the CRV (Cash Receive Voucher) according to a sequence of number. Besides that, Encik Muchsin has taught me how to handle and use the photostat machine and I also photostated yellow forms for services order. Furthermore, I have been helping Puan Ismewati to update their 5S notice board for the Finance Unit. She also wants me to help her to labeling the new payment voucher files.

On the third day, I filed 18 pieces of cheques and 13 pieces of services order forms. Every cheque should have an approval from Puan Nesly Rebid as the head of Corporate Management Sector while for services order it must have an approval from Puan Haspidawati or Encik Zaidi as assistant accountant. On that day, I have photostated yellow forms for services order again. This services order had always been issued to the finance unit everyday by staffs if they want to order meals for meeting, stationery for office uses, goods for use while doing work in the office. I also helped Encik Muchsin to stamp "posted" on the services order before filing it and stamp "received" on the service orders. After the service orders have been stamp "received", the services order can be kept in the box that stated the invoice has been confirmed by the applicant. Puan Ammie has asked me to help staple the Journal voucher, invoices and also payable items.

On the fourth day, Puan Ismewati wanted me to file the statement of account. Before filing it, I have to check the date for the statement of account. She wants me to do that because she want to check whether the date state in the paper is the same with the date in the data in the computer. Moreover, she wants me to check or search the payment voucher of the Year 2012 in the store room. I also filed the bank payment

voucher and stamp "received date" on the bank Payment voucher before sending for approval to Encik Paidi Amat Mokito. Furthermore, Puan Ammie has given me a task which is attaching the journal voucher and also checks the amount of debit and credit. The amount of debit and credit must be the same; otherwise the correction of journal voucher must be done again. After finishing the task given, I'm helped Encik Muchsin to bind the documents and contact the suppliers to collect their cheques.

On the fifth day, I have been filed 10 pieces of service orders. Before file the service orders document, I have to stamp "posted" on it. Puan Ismewati have given me a task which is filing the Bank Payment Voucher that have been approved and also filing the BRV (Bank Receive Voucher) document. Encik Zaidi also wanted me to stamp "received date" for services order that have been issued to the finance unit and stamp "verification" for the invoices given by the suppliers. Puan Haspidawati wanted me to file the Journal voucher that has been checked by her and to photostat the bank payment voucher document. The last task for me for the fifth day is to help Encik Mohd Aidiq to type the services order (yellow forms) because he wanted to order the stationery for the office.

2.2 Second Week (4 January 2013 – 8 January 2013)

On the first day, I have received 5 pieces of services order forms and I have stamp "received date" on the top of services order forms. After that I file the bank payment voucher where the files are kept in the shelves to store files. After I have finished my task, Puan Haspidawati wanted me to file the bank in slip for the month of January until June, filing the supporting document without invoice number and also supporting document with invoice number and lastly I filed the bank received vouchers of CIMB Berhad.

On the second day, I filed the bank payment vouchers. This BPV will be kept in the box after the customer has collected their cheque. After I finished my tasks, Puan Haspidawati wanted me to update the name of employees in the Pustaka Negeri Sarawak for EPF (Employment Provident Fund) – Bayaran Imbuhan Prestasi. I also help Encik Muchsin to stamp "received date" on 15 pieces of services order that we received that day and I have attached the services order forms and filing it according to alphabet.

On the third day, I have received 8 pieces of services order forms and I stamped "received date" for the services order forms. After that, I filed the services order when the forms have been approved by Puan Haspidawati or Encik Zaidi. I also stamped "verification" for the invoice that we received from the suppliers on that day. Encik Muchsin also wanted me to answer phone calls from the staffs and the suppliers. Puan Ammie Syarina also given me a task which is I have to photostat the cheque and Bank-in Slip.

On the fourth day, I have received 20 pieces of services order and I stamp "received date" on the top of the services order forms. After that, I filed the services order that have been approved by Puan Hapidawati or Encik Zaidi. I also received 5 invoices from the suppliers and I stamped "verification" on the invoice so that the applicant can sign the invoice. Besides that, I have stamped "paid" the bank payment voucher document and filing it. I also file the petty cash voucher. After I finished my task, Puan Ismewati have taught me how to key in or posting invoice or payable items in the standard accounting financial system. I have learned a new thing which is how to key in or posting the invoice or payable items.

On the fifth day, I continued my task which is keying in or posting invoice or payable items in the standard accounting financial system. After I finished keying in all the invoices, I have do other task which is stamp "posted" and "received date" on the services order that we received and approved. I also learned new things where Encik Muchsin taught me how to handle the fax machine. I faxed state repository receipt to the staffs that requested it.

2.3 Third Week (13 February 2013 – 16 February 2013)

On the first day, I have recorded 5 pieces of services order in the document delivery log book. The purpose of recording it in the log book is so they are able to find the services order if they have lost it. In the log book, they will state the name of person who received it. I also do my other task which is stamp "paid" for bank payment voucher document and stamp "received date" for the services order that we received on that day. After finishing my task, Puan Ismewati wanted me to attach the payment voucher based on the invoice number. I also helped Encik Muchsin to file of 15 pieces of services order and stamp "date" for the payment voucher document before it can be issued to Encik Paidi for approval. Besides that, I have faxed the state repository receipts to the staffs that requested it and laminating the document requested by Puan Ammie Sharina.

On the second day, I have been filed the cheques, service orders and bank payment vouchers. After that, I stamped "paid" for the bank payment voucher documents and filing it. Puan Haspidawati also wanted me to file transaction slips, supporting document with invoices and supporting document without invoices. She also wanted me to key in TCB (Transfer Cash Account to Bank Account). I also filed the service orders that have been approved by Puan Haspidawati or Encik zaidi. In the afternoon, Encik Aidiq wants me to checking of file CIMB Bank received voucher for the year 2012. He wanted me to check the missing receipt and receipts that have late sent by J17.

On the third day, other practical student and I have been attended " Hari Pejuang Bahasa 152 dan Syarahan Perdana" at Auditorium, level 17, Bangunan Sultan Iskandar, Kuching Sarawak. These speeches start from 8 a.m until 11am. In this

speech, I have learned that it is important for us as Malaysian people to use our national language, Bahasa Melayu. These speeches have been given by Yahaya Ismail, a Malaysian writer. Puan Suria Sonia wants all the practical students to attend this event because she wants the practical students to be involved in the external event. In the afternoon, I have come to the office as usual and continue my task which is filing the services order and Amanah Saham Nasional Berhad forms and Tabung Haji forms (*potongan gaji*). After that, Encik Aidiq has taught me how to key in cash collection and he wants me to key in the cash collection – billing system and receipt.

On the fourth day, Pustaka organized a campaign which is “Kempen Kebersihan Saya Sayang Pustaka”. This campaign started from 8am until 11am. Pustaka have cooperated with DBKU (Dewan Bandaraya Kuching Utara) for this campaign. In this campaign, there are lucky draw for the guests and all the staffs. I won the lucky draw and given free seedlings from DBKU.

2.4 Fourth Week (18 February 2013 – 22 February 2013)

On the first day, I filed the bank payment voucher, the staff overtime listing and also service orders (yellow forms). After that, Encik Mohd Aidiq wants me to key in the cash collection – billing system and receipt and also print the cash receipt voucher that he have been checked. Other task I have done on that day is key in transfer – cash account to bank accounts and also binding the document requested by Encik Paidi Amat Mokito.

On the second day, I stamped “paid” on 15 bank payment voucher document and filing it. Encik Mohd Aidiq wanted me to help him to key in requisition forms which is the forms to order the stock for office use such as pens, foolscap books, correction tapes and other stationery. I also filed the transaction slip, supporting document with and without invoice number and cash collection – billing system and receipt.

On the third day, I filed 10 Bank Payment voucher document and attached 18 pieces of services order before it can be issued for the approval. Besides that, I also helped Encik Mohd Aidiq to key in transaction listing for the year ending 31 December 2011.

On the fourth day, I filed bank payment voucher document and attached 20 pieces of services order and filing it.

On the fifth day, I filed the service orders forms and record the service orders in the document delivery log book. Besides that, I have stamp “date” for bank payment vouchers before it can be issued to the Encik Paidi Amat Mokito for his approval. I also photocopied the customer payment voucher requested by Puan Ismewati.

2.5 Final Week (25 February 2013 – 1 March 2013)

On the first day, Puan Ismewati wanted me to help her to collect the data of cancelled cheques from the year 2007 – 2013. The information that has been collected will be used for their incoming project. I also filed the service orders and bank payment voucher document. I attached the service orders and filed it. Moreover, I have been stamped “paid” for bank payment voucher and stamp “received date” for services order that have been signed by applicants.

On the second day, I have started my task by stamping “received date” for the services order that we have received on that day. Besides that, I filed 5 document of bank payment voucher. I also recorded the services order in the delivery log book. After finishing all my tasks, I helped Puan Haspidawati to key in to the ledger in the Microsoft system staff.

On the third day, I filed 5 document of bank payment voucher. I also keyed in cash collection – billing system and receipt (CRV- cash receive voucher). After finishing the task, I stamped “received date” on the invoice and service orders that we have received on that day.

On the fourth day, Puan Haspidawati wanted me to key in invoice number in the Microsoft system staff. I filed 7 document of bank payment vouchers and stamped “date” on the bank payment voucher that have not been signed by Encik Paidi Amat Mokito. I also attached 18 pieces of service orders and filed it. Moreover, I have recorded the service orders in document delivery log book before it can be issued to Encik Paidi and Puan Zuriawati. Puan Ismewati has taught me how to post the bank statements and check the creditor statement of account. I have learn a new thing on that day.

On the fifth day which is my last day at Pustaka Negeri Sarawak, I filed the journal voucher and cash receiving voucher and helped Puan Haspidawati to key in employee records (*Pertubuan Keselamatan social* –PERKESO) for the month of February.

CHAPTER

3

CHAPTER THREE

ANALYSIS

3.0 INTRODUCTION

This chapter is analysis on the scope of task during my practical training. I emphasized on one main task which is the Filing System.

3.1 FILING SYSTEM

3.1.1 What is a File?

A file is a collection of letters, numbers and special characters which may be a program, a reading list and a simple letter. A file is an organized unit of documents, accumulated during active use, that is, the period when records are used frequently, and kept together because they deal with the same subject or activity.

Given that records should provide evidence of business activity and related records should be kept together to aid the construction of context, files should be considered the smallest units of the record-keeping system. In themselves, individual documents are rarely as important as complete files. In order for that action to be executed responsibly and with regard to precedent and possible consequences, all relevant information should be at hand.

A single office may create hundreds or thousands of files every year. For many reasons, it is appropriate that control over records be exercised at a level higher than individual files. This is the primary justification for a filing system.

3.1.2 What is a Filing System?

In simple terms, filing is the housing of documents or records in such a way that it can be located, referred to and put back in its correct place in the shortest possible time. The keys to a truly great filing system are not only based on the time it takes to file, but tidiness, cleanliness and compactness of the file. All organisations run and manage their day to day business on facts. Today's office is the boiler room of industry. Without the office, businesses would not operate, in real terms; the efficiency of an entire organisation often parallels that of their offices. All business decisions are based on facts readily available at the right time. Thus the importance of record-keeping and filing systems cannot be too highly stressed. A well-planned system contributes significantly to efficiency of operations and ultimately the success of a business.

The underlying purpose of this is to help officer to plan and develop an efficient, smoothly functional filing system. For non-experts, this is filing in a nutshell. Records and recorded information is the cornerstone of any organisation. It is fast and easy to access and to record information. Besides that, it allows the officers to respond quickly to their clients and the internal needs of the business. Increased efficiency is equal to money saved. The true test of any filing system is its ability to give an affirmative answer to the question "can I find what I want when I want it". Whether

records are filed on a computer or in steel cabinets, they have to be readily accessible at all times. The cost of misplaced records to businesses can be staggering.

A filing system is a system of classifying into files which usually arranged alphabetically. Besides, a filing system is a rational and predetermined methodology according to which records are classified. The concept of a filing 'system' is very important. Filing should be as pragmatic, consistent and rational as possible. The fundamental requirements of a filing system are that records used together are grouped together, and that they can be found again. The word 'system' denotes an entity that is deliberate, well-defined, has a methodology, takes a uniform approach and has features which may be described.

To construct the predetermined methodology of a filing system, all records created and received in the course of conduct of business activity should be examined, and a file classification scheme devised in order all records are captured in an appropriate manner. A file classification scheme is a tool which outlines which records are interconnected and should be grouped together. This refers to the classification of records. Incidentally, classifying records also implies the application of access limitations based on security concerns.

3.1.3 What criteria should a filing system fulfill?

The basic requirements of a good filing system are that it should be:

- **Consistent** - indicates that identical methodologies should apply to all records and that deviations should not occur without reason.
- **Logical** - refers to the fact that the filing system should identify and meet the requirements of all records. Furthermore, a filing system can only be created for those records which currently exist, and to a large extent, provision cannot be made for records that may exist in the future.
- **Flexible** - notwithstanding that it is not possible for filing systems to be future-proof; filing systems should be flexible enough to accommodate functional change and consequent changes in records policies and procedures.
- **Simple** - preference should be given to a simple rather than a complicated method of filing, when both can achieve the same ends.

(Website: Wikipedia definition on filing system)

3.1.4 Important things to know about filing.

- What do we file?

We file documents that are sent to us by other people or organizations. We also file records of all our organizational activities. These can be letters, memos, reports, financial records, policy documents, etc.

- When do we file?

This depends on how busy your office is. In very busy organizations filing is done at least every day and usually first thing in the morning. In a small or less busy office you could file once or twice a week.

- Equipment used for filing:

Filing Cabinet - It is used to keep flat files and suspension or hanging files

Steel Cabinet - It is used to keep big files that need to be locked up

Date Stamp - It is used to date stamp documents that are received on daily basis so that they are filed in chronological order and so we have a record of when we received the document

Register - It is used to record files taken out and files returned

Filing shelves - It is used to file box files

Box file - This is a big file that is used to keep big documents that cannot go into a filing cabinet. They are kept in shelves.

- What files are used and how are they used?

Clip folders - they are used for documents that need to be taken out very often; they hold documents tightly so that they do not fall out.

Folders - paper or cardboard folders are used to keep loose documents together. The folders are placed inside suspension or box files.

Suspension file - the suspension files are used to keep documents in filing cabinets. The files are put into the drawers upright. The suspension files hang down from the cradle. These files always remain in the cabinets but folders inside them can be taken out.

Box files - they are used to keep big documents including magazines and books.

Lever arch files - documents are kept firm in these files and allow one to look at documents without taking them out of the file.

(Website: www.etu.org.za)

3.1.5 Types of Filing System

A well-maintained filing system allows vital information to be accessed quickly and saves company money by saving time. Businesses, schools, government agencies and even everyday people use filing systems to keep their affairs organized. All filing systems fall into three general classification categories such as alphabetic, numeric, and alphanumeric, geographical and chronological.

3.1.5.1 Alphabetic



www.shutterstock.com · 102214669



This is the most popular way to file, mainly because people tend to be comfortable thinking about names. The file name can be based on a client, business name, surname, geographical or any other word based information. In the alphabetic filing system, arrange records according to name -- either the name of the person, company or subject -- in accordance with the letters of the alphabet. There are two methods to use this system. The topical alphabetic filing system, also known as a dictionary system, files individual records in alphabetical order. These filing systems work well when storing a small number of records, less than 5,000 files. This system proves to be problematic when you have lot of client or customers sharing the same name. Use a geographical system -- also referred to as an encyclopedia or classified system -- to organize larger volumes of records. In this system, group subjects together under broad categories based on location such as a city, county or state. The categories and the files within each category are arranged alphabetically.

Advantages:

- a) Most people are familiar with this type of filing because libraries (at least partially) and home filing systems are usually alphabetical.
- b) The staff should be able to learn and come to be comfortable with the rules in a timely manner.
- c) An additional one advantage is the need to shift the records after purging records is reduced because what records are removed is usually random. The new records added to the rules will also be random and fall over the whole filing system.
- d) A cross-reference may be avoided if the situation is such that the name on the description is really available.

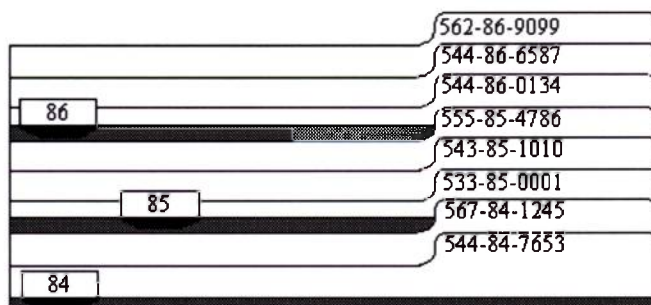
Disadvantages:

- a) This rule does not work well with very large filing systems. With a large whole of files the occasion of double names is great which can lead to confusion and increase retrieval time.
- b) Colour coding is more difficult since you need to have 26 colors or composition of colours to designate all the letters of the alphabet. Spotting mis-files can also be harder.

c) Trying to remember where a letter falls in the alphabet adds to the time of filing and retrieving the records. Also, dealing with some of the rules of alpha filing is confusing.

d) If confidentiality is an issue having a person's name on the file may be a privacy violation. In addition, the chances are increased that an unauthorized person can find a single file.

3.1.5.2 Numeric



Numerical filing refers to all systems in which documents are pre-numbered to distinguish them from each other or from alpha documents. Numerical systems can be as simple as numbering and filing from the lowest number to the highest. Numeric filing systems assign numbers to each file or record containing information. Numbering could be drawn from the record itself (i.e. purchase order numbers), numbering files in order of record generation (from 1 to 1,000), using sectional numbering where files numbered under sections -- or categories -- as 100, 200, 300, etc., belong to specific subject subheadings or using decimals (similar to the Dewey Decimal System). Besides, numeric filing systems frequently include a file index to aid in record retrieval. This is the perfect system if you have thousands of files in sequential order, as it makes file retrieval faster. It is easier to find numbers compared to names. As each number is has its own color, the total number of files is broken in to 10 groups of color. In turn each group is then broken down by a further 10. This system works keeps on breaking down until eventually it is impossible to insert a file in the wrong place without a color clash occurring. To make this system truly effective, a file reference or index label will need to be added to each file. Numeric filing systems are used by Physicians and medical-related organizations, banks and financial institutions, lawyers, architects, insurance companies and social welfare agencies.

Advantages:

- a) The greatest benefit of a numeric system is speed of filing and finding. It is twice as fast to file and find by number than by name. Even though a numeric file requires a cross index, it can increase production time by 40 to 50%.

- b) Numeric systems provide both a positive identification of the record and a degree of confidentiality. This system is capable of infinite expansions and can cope with a very large number of sub-sections, sub-divisions and diverging branches of data.

- c) Numeric filing systems combined with color coding increase record filing and retrieval speed -- even when retrieving a file means referring in an index to identify the file number -- because the file clerk has an instant awareness of file location by file group. In the event of organization mergers, where the individual organizations have different numbering systems, the numeric codes do not need to be changed. Adding files to the file room is quicker because smaller numbered files (6-digit) are filed to the left of higher numbered files (7-digit).

- d) Numeric filing systems positively identify specific records while maintaining confidentiality, which is especially important in medical, customer and employee records, by eliminating any personal identity markers.

Disadvantages:

- a) Easy to expand numeric files
- b) Impersonal numbers ensure confidentiality of records
- c) Working with numbers is faster and easier than with letters
- d) Existing numbers can be used for coding (purchase order or invoice numbers)
- e) In order for the numbers to convey readily what they mean, it is necessary for an index to be created, e.g.:

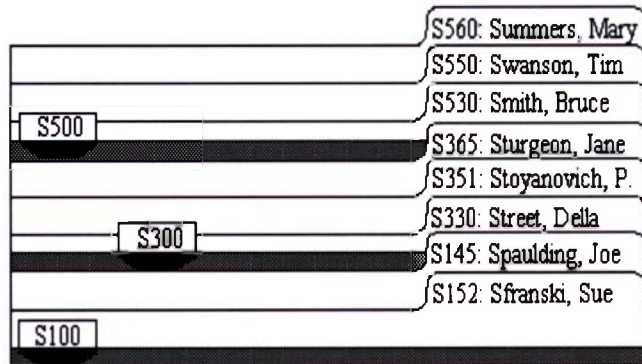
600 Technologies

650 Business Practices

658 Management etc.

This system is therefore more time-consuming to use than one in which each file is given an instantly identifiable name.

3.1.5.3 Alphanumeric



Alphanumeric filing system is a method for classifying materials for storage and access through use of letters and digits that represents a concept. An alphanumeric filing system is a combination of alphabetical filing (arranged from A to Z) and numerical filing (ordered numerically from smallest to largest number). Alphanumerical filing is one choice for organizing records, and like other filing methods gives users a systematic method for storing and accessing crucial information. Large alphanumeric systems usually employ indirect access, meaning that an index or code must be consulted to retrieve a file. Such large systems are often automated. It is use both letters and numbers to organize files in the alphanumeric filing system. For example, use two letters to signify the state the client lives in, followed by a number to denote his account number. This allows for easier presorting when needing to pull out a large quantity of files from the same location.

Advantages:

- a) Using a code in an indirect access system shortens file names and increases the system's security, since a user must be familiar with the code to retrieve files.

Disadvantages:

- a) Users of an alphanumeric system require more training than if they were using a purely alphabetical or numeric method. Misfiles are more common and more difficult to correct than in a simpler system.

3.1.5.4 Geographical



Geographic filing systems operate generally by county or country and then alphabetically or numerically by account name or number. Reasons for this type of filing can be several. Since countries have differing laws and licenses, a commercial enterprise may have to consider these constraints as of primary importance. These filing system is operated generally by province or country and then alphabetically or numerically by account name or numbers. The geographic filing system is appropriate where the geographic location is the most important component of the information. Besides, geographic records related to a specific location are stored together. This facilitates quick decision-making because the information under review relates to one specific geographical area only. Geographic areas are classified as units or groups of units. Geographic filing allows easy movement of records by simply shifting them from one location to another.

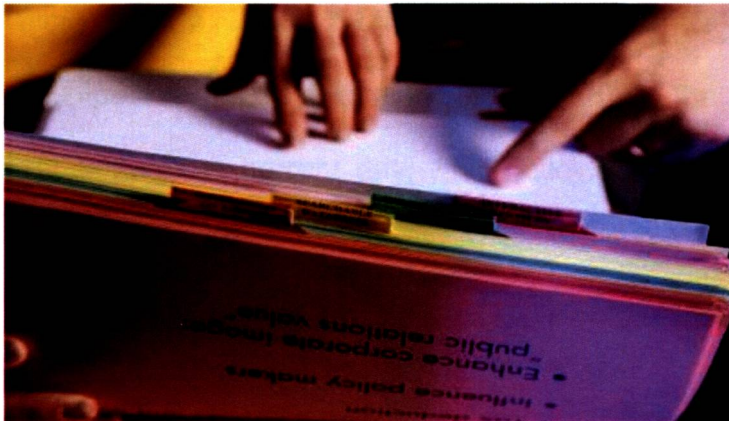
Advantages:

- a) This system enables statistics to be held in manageable and comparable units and also permits a large or 'macro' figure or total to be evaluated in terms of its 'micro' or component parts.
- b) Geographic filing aids the process of analysis by allowing easy comparison of data items. For instance, an analysis of records filed according to building name and location may help identify maintenance records for a particular building.

Disadvantages:

- a) The process of storing and retrieving geographic data is time-consuming because of the need to reference using multiple identifiers. For instance, locating a particular building would require a reference to a particular state, the city, the street and finally the name of the building. Records maintained in some nations are written in their language. For instance, the City of Florence in Italy is "Firenze" in Italian records. Cross reference to the other language therefore becomes necessary to enable non-Italian users to understand the information.
- b) It is really need for the user to familiar with the geographical area sufficiently well in order to understand the records. To locate them quickly, you need to utilize an alphabetic index. The process of storing and retrieving a record requires two actions: Check the index for the location of the file, and search for it amidst the other information.

3.1.5.5 Chronological



Chronological filing is a method of filing documents that allows you to maintain all documents associated with a particular transaction or business relationship. Chief among its benefits is that chronological filing is thorough recordkeeping. It is capable of telling a story about the transaction or relationship to a person unfamiliar with events. Chronological filing means organizing documents, receipts and other records using the date on the document or the date the file was created or modified. The oldest document is placed at the beginning of the file with all subsequent documents being placed in a similar manner according to the date and month (e.g., August 1, September 15, and August 30). This system is necessary to file items according to the day/date received - such as applications for permits or licences or the dates when vehicles in a company fleet were services.

Advantages:

- a) Chronological filing is an excellent method for major purchases and significant business relationships. All related documents are kept from the date of purchase or start of the relationship to current day, which allows you to explain precisely how events have occurred and what people or entities have been involved. The thoroughness of chronological filing can be especially helpful in litigation.

- b) It also allows you to quickly access the specific documents you need without searching through the entire file so long as you know the timeframe in which the documents were created or modified.

- c) Particularly useful when actions need to be taken on a cyclical basis - like relicensing cars annually, good for cross-referencing - file on vehicle and relicensing date records can be quickly matched.

Disadvantages:

- a) Chronological filing can result in large files that take up a vast amount of space.

- b) Chronological files can contain unimportant papers, such as form letters and routine correspondence, which do not need to be filed. Since all papers relating to a matter are kept it may be difficult to easily pull a particular document that you need if you do not know the date it was created or modified. One way to mitigate this disadvantage is to maintain an index of all documents in the file with one column listing the date of the document and a second column describing the document so that you can easily locate a

particular document. The index should be updated each time a new document is added to the file.

3.2 APPLICATION OF FILING SYSTEM IN PUSTAKA NEGERI SARAWAK

During my practical training, I have done filing system where I learned how filing system are used, how it is labeled, how and when new file need to be open. Applying what I have learned in theory to real practice help me understand more how it is actually implemented. For instance, whereby I have to file the documents such as services order, cash receive voucher, cheque, statement of account, bank payment voucher, bank record voucher, journal voucher, bank-in slip, supporting document with invoice, supporting document without invoice, petty cash voucher, transaction slip, staffs overtime lists and cash collection. This file has been labeled with its own name which can be easily referred to.

In Pustaka Negeri Sarawak, they stored all files in the steel filing cabinet (lock cabinet). They have 8 steel filing cabinets. The important documents such as bank-in slip, journal voucher, bank payment voucher, customer and supplier cheque and others are stored in these lock cabinet in order to ensure it is safe and not lose. Meanwhile, for documents like service orders it was not stored in the steel filing cabinet. It is kept in the file only and the files are put on the Encik Zaidi's table. The purpose they do that is to ensure the officer will be able to find it and do not want to give trouble if they want to sign the service orders. The financial unit always receives services order especially in the morning.

Pustaka Negeri Sarawak applied the alphabetical and alphanumeric filing system. The services order using alphabetical filing system. For each document like booking for hotels, airlines and caterers, it is stored in one file. It cannot be stored with other document in the same files because these documents are too many. The purpose they do that is to avoid confusion occurs. This is because many officers apply for the

hotels, airlines and caterers. Meanwhile, cash receive voucher, bank payment voucher, bank record voucher, journal voucher, transaction slip and cash collection has use alphanumeric filing system. For example, all the files are stored in the steel filing cabinet whereby it has been label with number and alphabet such as in file number 1, it has "BPV12/00001- BPV12/00030". Each document files are stored in one cabinet.

Besides, I also experienced enter store room where it placed a hundreds of previous year files according to numbers and alphabets. It is make the filing system more systematic and make it me easier to search for the file that I want even it is my first time. Thus, from what I have learned, I can see that filing become the important function for the office because it provide better chance for smooth running and effective working of an organization.

CHAPTER FOUR

RECOMMENDATIONS

4.0 INTRODUCTION

This chapter highlights the strengths and weaknesses of the filing system used by financial unit.

4.1 STRENGTHS

During my practical training, there are strengths that I can see from the filing system used by the financial unit which is alphanumeric and alphabetical filing system.

4.1.1 Easier to understand and find documents.

In Pustaka, they had applied alphabetical and alphanumeric filing system in order to keep documents. By using these filing systems it enable the employees easy to find the customer documents easily by searching the first name of customer. It will not give problem to employees to find the documents. Besides, it enable the officer quickly find the documents without wasting time because they understand the system. For example, Target Stationery Sdn. Bhd. The officer can find the document by refer to the letter T.

4.1.2 More systematic.

Filing system also give other advantages which is the document will be more systematic. Systematic means all of the documents are more structured and organized. If the filing systems are not systematic it will give effect to the employee's performance. For example, by classifying all documents, it will help employees do the work smoothly and effectively and it also beautifies the office and will look neat. The services order document will be placed in a special place and bank payment voucher are placed in a different place in order to separate it from other documents.

4.1.3 Indicate when a document is removed from the file.

Sometimes, the officer will take the documents for their reference. However, there are few workers who have borrowed the documents but have been lost it and not returned it to the financial unit. To avoid this problem occurs; the financial unit will indicate when a document is removed from the file. For example, the staff in the financial unit will ask for the employees' signature who requested the document. With the signature, this will facilitate the staff in the financial unit to find the document if it is lost.

4.2 WEAKNESSES

There are also some weaknesses can be seen during my practical training in Pustaka Negeri Sarawak.

4.2.1 Misplaced in another file

Although it is looks very nice and neat but it also has weaknesses. One of his weaknesses is that employees might mistakenly save documents in other files. This can cause a problem occurs. The staffs had to find a document if it is wrong to keep on file. For example, documents "Syarikat Rentokil Sdn. Bhd." was wrongly labeled files stored in the letter S. It should be stored in a file labeled with the letter R.

4.2.2 Not using color- coded

In color-coded labelling systems, colors and shapes represent letters and numbers. When arranged on a shelf they create a "sea" of color patterns that makes it easy to scan and locate file folders. Without color coding, sorting, filing, and retrieving folders is tedious and time-consuming. Misfiled folders are extremely difficult to find and important information may be lost or unavailable when needed. One misfile could cost a company \$100 in wasted time and effort. Some costs, such as customer goodwill or re-creating lost files, are simply immeasurable. Besides, file sub-division color coding creates automatic visual sub-divisions within the files and it also improved morale among employee attitudes towards filing and retrieval. In Pustaka, they are not using color-coded labelling system. A color-coded system

reduces the amount of time spent searching for files and thus reduces the overall cost of filing.

4.2.3 Not Filing Document Immediately.

In Pustaka, they do not file documents immediately. For example, the staffs will usually put the bank payment voucher document in the folder and collect it until it became overload. They will file all of the documents when it became overload in the folder. This will result in documents starting to pile up. To avoid a messy desk in an office, employees must file documents quickly.

4.3 RECOMMENDATIONS

In my point of view, as a recommendation, the Financial Unit in Pustaka Negeri Sarawak should strengthen a good filing system in order to make the task look neat and orderly. Besides, when they have a good filing system, it will help improve the employee's performance and they will be able to do their task in a more consistent, efficiently and effectively without having any problem. In order to become more consistent, all of the staffs should practice 5S so that the files will not look scattered and disorganized.

Moreover, in order to avoid misplaced documents placed in another file, the employee should use the color-coded labeling systems. By using this labeling system, it can help the employee's to keep the document in the file efficiently without having any problem. Through this system, it also can reduce the amount of time spent searching for files and thus reduces the overall cost of filing. In addition, employees should also be careful when storing documents in the file. If the document requested by the client is lost, the finance should be responsible for their negligence. The staff also should file the documents immediately to avoid the folder becoming overloaded and making the table messy.

Therefore, in order to have a good filing system the organization should have a good planning because it establishes direction and control, ensures that everyone involved has a common understanding of purpose and goals, provides guidelines, and identifies the elements of a project. A well-planned system contributes significantly to the efficiency of operation as well as to a company's image.

CHAPTER

5

CHAPTER FIVE

CONCLUSION

5.0 INTRODUCTION

This chapter is the summary of discussion of each chapter I have been discussed in the report by highlighting the main point.

5.1 Conclusion

To conclude five weeks of my practical training, I have gained a lot of knowledge and experiences working in the real environment. I have learned that what I have studied in my courses is very helpful in doing my task and it can be easier to understand if it can be done practically. Moreover, I actually can understand more what administration and finance is all about.

In Chapter 1, I have discussed on the background of Pustaka Negeri Sarawak (Sarawak State Library), the logo, the objectives, the vision and mission, the organizational structures and also the client charter. In this chapter, I am more knowledgeable about the Pustaka Negeri Sarawak in term of how the management operates as I have been placed in the Financial Unit and service given by the organization to people.

In chapter 2, I have elaborated on my task assigned to me during my five weeks in Pustaka Negeri Sarawak whereby most of my tasks involved filing of service orders, bank payment voucher, cheque, cash receive voucher, statement of account, bank record voucher, journal voucher, bank-in slip, supporting document with invoice, supporting document without invoice, petty cash, transaction slip and cash collection. From my task, I improved my knowledge from theoretical to practical area which helps me understand more on the concept of filing. I also experienced new things such as participated in big event that attend by important person, sharpen my communication skills and unleash my confident to deal with people who are older and more knowledgeable. Besides that, I am able to adapt with new environment which is so much different from my campus life whereby I can professionally handle my mentality and physically while doing my task and handling with people.

In chapter 3, I have emphasized and analyzed in one specific task which is filing system. I have learnt how to file documents, types of filing system used by the organization and I also get experienced about real working environment. Although there are some tasks which are not related but still I am able to learn fast and completed my task well.

In chapter 4, I have identified and discussed the strengths and weaknesses of filing system used that I can see during my practical training at Financial Unit in Pustaka Negeri Sarawak. Moreover, there are also some recommendations on how to overcome the weaknesses in it performance so that it can be more effective and efficiently implemented.

In conclusion, in my opinion, practical training is important as a part of learning whereby students are able to apply what they have studied to real task. It can also help them to be well prepared to deal with the real working environment when they are graduated. It can also improve their communication skills in which they able to communicate with any level of people and also in good manner.

REFERENCES

"Filing". Accessed from <http://www.etu.org.za/toolbox/docs/admin/filing.html> on April 19, 2013.

"How to set up an effective filing system". Accessed from <http://www.deskdemon.com/pages/uk/information/skills/mfile> on May 27, 2013

"Official website of Sarawak State Library". Accessed from <http://www.pustaka-sarawak.com/Pustaka-Sarawak/index.php> on March 14, 2013.

"Type of filing system". Accessed from http://www.ehow.com/list_7600832_types-filing-systems.html on April 19, 2013.

"Type of filing system". Accessed from <http://www.kolorkode.com/resources/types-of-filing-system.aspx> on May 27, 2103.

Teresa. J (2010). Filing Alphabetically - Advantages and Disadvantages. Accessed from <http://ezinearticles.com/?Filing-Alphabetically---Advantages-and-Disadvantages&id=3996962> on May 28, 2013.

APPENDIX

APPENDIX

PUSAKA/AAC/18/pind 06

CASH COLLECTION -BILLING SYSTEM AND RECEIPT

DATE 16 Februari 2013

STAFF RECONCILIATION SUMMARY REPORT

NO	NAME	PENALTI 01003	BIS 01016	DIS. ROOM 01007	REGISTRATION 01001	TOP-UP 01000	DISKETTE 01012	PRINTING 01004	TOTAL
1	MOHD NIZAM TAKIP	-	-	-	8.00	-	-	-	8.00
2	NORANITA KERIM	-	-	-	12.00	-	-	-	12.00
3	SARINAH KASSIM	28.70	-	-	-	2.00	-	-	30.70
4	SHARIFAH SERIA	-	25.00	-	-	-	-	-	25.00
5	SITI ZALILAH	31.10	-	-	-	-	-	-	31.10
6									
7									
8									
9									
10									
TOTAL		59.80	25.00	-	20.00	2.00	-	-	106.80

BANK IN SLIP REPORT

NO	NOTE	RM
1	100.00	-
2	50.00	-
3	20.00	-
4	10.00	-
5	5.00	-
6	2.00	-
7	1.00	-
8	SYILING	-
GRAND TOTAL		-

BANK SLIP NO _____

CRV NO 16440

ENTERED BY MOHAMMAD AIDIQ AIDI

TCB NO _____

PREPARED AND CHECKED BY HASPIDAWATI HASLIM

DATED _____

Cash Collection – Billing System And Receipt

PUSTAKA NEGERI SARAWAK
BORANG PERMINTAAN PEMBELIAN/PERKHIDMATAN

Tarikh: 18/01/2013
Bahagian: Pengurusan Korporat

NO	PERKARA	BILANGAN	HARGA SELUNIT	AMALN (RM)	CATATAN (JIKA ADA)
	CLI-B Colour Ink Cartridge Green 15 & Red 15	30	86.60	2,598.00	
JUMLAH				2,598.00	

Cadangan: Pembekal/Kontraktor: **TIOY TARGET STATIONERY SDN BHD**
No. Telefon Pembekal/Kontraktor: 082-242388

Tujuan dan sebab-sebab pembelian/perkhidmatan di atas:
Untuk kegunaan pejabat. C/D dan GMD di ICT.

PERSEKUTUAN: **Muhammad Aidilq Aidi** (18/01/2013)
Jawatan: Pembantu Akauntan W17
Tandatangan & Tarikh: [Signature] 18/01/2013

PERAKSIAN KEPUA SEKTOR: **LOH JONG**
Jawatan: TIDAK DITUGASKAN
Tandatangan & Tarikh: [Signature] 18/01/2013

PERMOHONAN DILEKARANTAI: **11008*01*01**
Cat: Akuan
Jumlah: **RM 3,64,244.30**
Tandatangan & Tarikh: [Signature] 18/01/2013

DILULUSKAN: **14/1/13**
Tandatangan & Tarikh: [Signature] 14/1/13

PERMINTAAN PEMBELIAN: **0 2088Y**
No. Permintaan Pembelian: 01/2009
Tarikh Permintaan: 18 Januari 2009

18 JAN 2013
18 JAN 2013

Services order Form (Yellow Form)

PUSTAKA NEGERI SARAWAK
BAUCER BAYARAN
PAYMENT VOUCHER

No. Bucer: BPV13/00379
Tarikh Bucer: 22-02-2013

Lebih masa bulan JAN 2013.

AMALN (RM)
Debit: 126.76
Credit: 126.76
RM 126.76

Saya perakukan bahawa bayaran dalam sebanyak Ringgit Malaysia SATU RATUS DUA PULUH ENAM DAN SEN TUJUH PULUH ENAM SAHAJA adalah benar dan betul, dan telah dipuntakan dalam perbelanjaan tahun ini.

Disediakan oleh: **ISMU**
Nama: ISMEWATTI HAJI NARAWI
Jawatan: Pembantu Akauntan
Tarikh: 22/02/2013

Diperiksa oleh: **HASPIA WATI BUJANG**
Nama: HASPIA WATI BUJANG
Jawatan: Pemegang Akauntan
Tarikh: 22 FEB 2013

Diluluskan oleh: **PAIDI AMAL MOKITQ**
Nama: PAIDI AMAL MOKITQ
Jawatan: Akauntan
Tarikh: 22 FEB 2013

Persekituan: **NATALIA BINTI MUHAMMAD**
Nama: NATALIA MUHAMMAD
Tarikh: 22/02/13

Bank Payment Voucher



Provider Cheques Files



Office Room



Bank Payment Voucher Files



**Bank Reconciliation Files, Cash Receive Voucher files, Petty Cash Files,
Creditor Statement Files**



Over time Files