

ABSTRACT

This study aims to identify and analyze purchasing department and review of perishable material received at Trans Luxury Hotel Bandung. The methods used for this study are observation and literature study about item receiving procedure with descriptive analysis. The study result shows that the receiving procedure performed by receiver in purchasing department is not good enough. This statement is strengthen with observation result, where the receiver isn't completely followed the given standard procedure. Several ingredients that arrived is handled by staff from other department. Sometimes the received items also had difference in quantity, quality, and price described on purchase order

Keywords: Purchasing, Receiving, Receiving Procedure