



**KEMENTERIAN PENDIDIKAN DAN KEBUDAYAAN
UNIVERSITAS PENDIDIKAN GANESHA
FAKULTAS TEKNIK DAN KEJURUAN**

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Singaraja, 4th February 2021

Number : 183/UN48.11/KU/2021

Attempt.: -

Purpose : Licensed Software Procurement Circular

The Honorable

1. Head of Department
2. Head of Laboratory
3. Coordinator of Study Programme

at

Singaraja

As a follow-up to the previous leadership meeting and in order to meet the needs for using the Licensed Software, the following items are presented below.

1. Please the Head of Department, Coordinator of Study Programme, and Head of Laboratory to coordinate regarding the needs of Licensed Software in each computer laboratory.
2. The results of the identification are arranged based on the priority scale, the number of needs, and the year of procurement.
3. Please do a budget administration for each study programme for the software procurement.
4. This licensed software is important, so please each head of study programme, head of department, and head of laboratory to conduct an in-depth discussion at the Budget Work Meeting 2022 which will be held on 5th February 2021.
5. There will be a revision in 2021 towards the budget for operational material funds for the procurement of this licensed software.

Thus, this letter is conveyed, thank you for your attention.


Dekan
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Carbon Copy Notation:

1. Vice Dean I, II, III.
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