

ABSTRAK

Moch. Iqbal Andriansyah. K7514038. **Pengelolaan Inventarisasi Barang di Bagian Barang Milik Negara Universitas Sebelas Maret Surakarta**. Skripsi. Surakarta: Fakultas Keguruan dan Ilmu Pendidikan. Universitas Sebelas Maret Surakarta. Januari 2019.

Penelitian ini bertujuan untuk mengetahui: 1) Proses pengelolaan inventarisasi barang serta peran penanggung jawab ruangan di Bagian Barang Milik Negara Universitas Sebelas Maret Surakarta, 2) Kendala-kendala yang timbul dan solusi yang telah dilakukan dalam aktivitas pengelolaan inventarisasi barang di Bagian Barang Milik Negara Universitas Sebelas Maret Surakarta, 3) Model pengawasan barang yang sesuai dengan pengelolaan inventarisasi barang di Bagian Barang Milik Negara Universitas Sebelas Maret.

Penelitian ini menggunakan pendekatan kualitatif dengan metode deskriptif. Teknik pengambilan subjek penelitian adalah *purposive* dan *snowball sampling*. Sumber data penelitian diperoleh dari narasumber atau informan, aktivitas, tempat, serta dokumen dan arsip. Teknik pengumpulan data menggunakan wawancara, observasi partisipasi, dan analisis dokumentasi. Pemeriksaan validitas data digunakan teknik triangulasi data, dan triangulasi metode. Teknik analisis data yang digunakan adalah model interaktif.

Hasil penelitian menunjukkan bahwa pengelolaan inventarisasi barang milik negara meliputi: 1) Bagian BMN Universitas Sebelas Maret menerapkan fungsi-fungsi manajemen logistik. Inventarisasi barang dimulai sejak barang diadakan atau dibeli. Barang milik negara yang tersebar di seluruh satuan kerja, diinventarisasi dalam kegiatan sensus BMN. Langkah-langkah inventarisasi barang yaitu pendataan, pencatatan, dan pelaporan. Peran penanggung jawab ruangan adalah mengelola barang inventaris ruangan dan memastikan barang tersebut dalam kondisi baik, serta melapor ke Bagian BMN barang-barang yang rusak di satuan kerjanya 2) Kendala dalam kegiatan inventarisasi adalah kurangnya sumber daya manusia, penanggung jawab ruangan dan pengguna barang tidak melaksanakan tugas pokok dan fungsi dalam pemanfaatan BMN, serta terdapat barang inventaris rusak berat dan tidak beridentitas. Upaya yang dilakukan untuk mengatasi kendala dalam inventarisasi barang yaitu kegiatan magang (perjanjian kerja waktu tertentu), sosialisasi dan pembinaan, serta penghapusan dan pemberian nomor inventaris pada BMN. 3) Model pengawasan yang sesuai yaitu model *sur piece* dengan menggunakan dokumen sebagai bahan laporan.

Kata kunci: **Barang Milik Negara, Inventaris, Pengelolaan Inventarisasi Barang Milik Negara, Bagian Barang Milik Negara Universitas Sebelas Maret**

ABSTRACT

Moch. Iqbal Andriansyah. K7514038. **Management of Stock Inventorization on State-Owned Properties Sebelas Maret University, Surakarta.** Thesis. Surakarta: Faculty of Teacher Training and Education. Sebelas Maret University, Surakarta. January 2019.

This research aims to discover: 1) The process of inventory management on State-owned property in Sebelas Maret University Surakarta, 2) The challenges that need to be identified and the solutions that have been done in inventory management of state-owned property in Sebelas Maret University Surakarta, 3) The supervising model that is suitable for inventory management of state-owned property in Sebelas Maret University Surakarta.

This research employs several methods such as qualitative approach combined with descriptive method to elaborate the result and snowball sampling combined with purposive method in order to determine the subject of the research. The author collected the data for this research from several sources; informant of interviewees, activities, places, and documents or archives. The author also employs several methods to collect the data such as interview, participation observation, and document analysis. The interactive model later used to elaborate and analyzing the data collected.

The result of this research pointed out that the management of stock inventorization on state-owned property includes: 1) The department of BMN of Sebelas Maret University exercises the functions of logistics management. The stock inventorization occurs ever since they make a purchase of the stock or product. The state-owned properties in every department or working unit are being stocked or inventorized with the so-called BMN census. Steps of management inventory are data collection, data registration, and reporting. The role of in-room person in charge supervisor is to manage the room's inventory as well as ensuring that the goods are in good condition and make a report to the State-owned property unit on the goods that are not in good condition or damaged in their working unit. 2) The constraints in the process of inventorisation are lack of human resources, room supervisor and the goods users failed to do the primary tasks in state-owned properties utilization, and there are some inventories that appear to be heavily damaged or unidentified, whereas the efforts taken to solve these problems are conducting some internships (time-based working contract), socialization and training, removal and number-labeling on state-owned properties. 3) The sur-piece model is decided to be the most suitable model in supervising the goods and using the documents as the report materials.

Keywords: State-owned properties, inventory, state-owned properties inventory management, state-owned properties in Sebelas Maret University Surakarta.