## **ABSTRACT**

Regional Finance and Asset Management Board of South Sumatra Province is one of the government agencies in the city of Palembang. Among the organizers of the agency and regional assets, for the letter correspondence still felt less efficient using Microsoft Excel and Book. A very large process of correspondence takes longer. The information system built can provide solutions to the poverty so that activities will become more maximal and efficient. In the manufacture of this system, used prototyping as a development system consisting of Needs Collection, Building Prototyping, Evaluation Prototyping, Encoding System, and Evaluation System and using PHP and MySQL tools as its database. This design can help to process correspondence with data processing that has been computerized so that the process of input, change, search data, deletion and printing of letters become easier and faster. This design has an information system where users who want to access must have a username and password of financial data data in it.

Keywords: Regional Financial and Asset Management Board, PHP, MySQL