



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
From : PKA - Ipoh office
Date : 21st July 2021

RE : IT ASSET DECLARATION 2021 & IT BUDGET SURVEY 2022

We refer to the above matter. The following is the declaration for PKA - Ipoh office :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Projector
11	5	3	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Kalaivani A/P Sathasivam	Desktop	Dell OptiPlex 790	PKA-IPOF04/ 8925B2S	TR2021
2.	Wong Suit Leng	Desktop	Dell OptiPlex 3070	PKA-IPOF06/ CXT7NX2	
3.	Shakirah Binti Mohd Fauzi	Desktop	Dell OptiPlex 3070	PKA-IPOF07/ HCBJX53	SN : DNLLS33 WFH
4.	Kalaivani A/P Sathasivam	Desktop	Dell OptiPlex 3070	PKA-IPOF08/ HCCDX53	SN : FNLLS33
5.	Ong Ai Cheng	Desktop	Dell OptiPlex 3070	PKA-IPOF09/ HCBGX53	SN : 1NLLS33
6.	Shakirah Binti Mohd Fauzi	Printer (Dot Matrix)	Epson LQ-300+	DCAY175977/ DCAY175977	
7.	Kalaivani A/P Sathasivam	Printer (Dot Matrix)	Epson LQ-300+	G82Y149803/ G82Y149803	
8.	Ong Ai Cheng	Printer (Dot Matrix)	Epson LQ-300+II	EPSON LQ-300+II/ G82Y244987	

C. Inactive IT Asset

The following asset list is not able to trace during IT Preventive Maintenance 2021 as confirmed by person in charge :

No.	User	Device	Model	Computer Name/ Serial No.	Remarks

We agreed that all inactive asset will be removed from IT Asset Listing.

D. Pending Purchasing For 2021

Waiting for Vendor/IT Delivery

No.	User	Device	Model	PO No.	Asset ID	New Serial No.

Waiting for Purchase Request

No.	User	Device	Model	IO No.

E. Budget Plan For 2022

No.	User	Device	Model	Computer Name/ Serial No.	Remark
1.	Kalaivani A/P Sathasivam	Desktop	Dell OptiPlex 790	PKA-IPOF04/ 8925B2S	TR2021

Additional

No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		

4. Others ()

Hereby, we clarify the information given is accurate and complete.

Thank you

Yours faithfully,


(**SANDRA ONG**)
Head of Department/Plant/Farm/Hatchery
Admin Dept
INTERNAL USE
Effective Date : 30 May 2019

*Approval is required for Budget Plan 2022' only. You may ignore
this part if not relevant.
Approved by


MR. WANNACHAI BUSARAKUM
AVP and above
VICE PRESIDENT