



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : PKA - Bahau 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 - Bahau office :

### A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (LaserJet)
4	2	2	1

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Gan Ai Hong	Desktop	Dell Optiplex 3050	PKA-BHOF01/ DDZ6MP2	Monitor : HGJ4LN2 Sophos 2
2.	Gan Ai Hong	Desktop	Dell OptiPlex 3070	PKA-BHOF02./ 7MRHRZ2	Monitor s/t: BTXJRY2 CN-0YYJR6-FCC00-981-DAHB-A05
3.	Gan Ai Hong	Printer (Dot Matrix)	Epson LQ-300+	Epson LQ300 BH / DCAY175962	
4.	Gan Ai Hong	Printer (Dot Matrix)	Epson LQ-300+II	Epson LQ300 BH 2/ G82Y25202	
5.	Gan Ai Hong	Printer (LaserJet)	HP P1006	VNF3811606/ VNF3811606	

### 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

### 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

\*Approval is required for 'Budget Plan 2022' only. You may ignore this part if not related

Yours faithfully,



( GAN AI HONG 30/07/21 )  
**Head of Department/Plant/Farm/Hatchery**  
**INTERNAL USE**  
*Effective Date : 30 May 2019*

Approved by,

( )  
**AVP and above**