



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : PKA - Sri Senawang lab

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 - Sri Senawang lab :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (InkJet)	Printer (LaserJet)	Printer (Thermal)
9	5	1	1	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Mohamad Shahrin Nazreen Bin Rosmin	Desktop	Dell OptiPlex 790	PKA-SS01/ 9NTL92S	TR2021 - JAN (PCA : 6523102763 & CCA : 652310200)
2.	Nurul Syakila Binti Roslan Mohd Daniea Haikal bin Mohd Khairi	Desktop	Dell OptiPlex 790	PKA-SS02/ 7NTL92S	TR2021 - JAN (PCA : 6523102763 & CCA : 652310200)
3.	Roslina Binti Aziz	Desktop	Dell OptiPlex 3060	PKA-SWLAB01/ JPJ2GL2	
4.	Roslina Binti Aziz	Desktop	Dell OptiPlex 7010	PKA-SS05/ G62XYY1	TR2021 - JAN (PCA : 6523102763 & CCA : 652310200)
5.	Noorliza binti Ibrahim	Desktop	Dell OptiPlex 3060	PKA-SWLAB02/ JPHC2K2	
6.	Roslina Binti Aziz	Printer (Thermal)	Others	PM4i/ 24721120349	Intermec PM4i
7.	Roslina Binti Aziz	Printer (Dot Matrix)	Epson LQ-300+II	G82Y248609/ G82Y248609	
8.	Roslina Binti Aziz	Printer (LaserJet)	Dell B1265dnf	B1265dbf/ 54X32Y1	
9.	Roslina Binti Aziz	Printer (LaserJet)	Dell 1135n	LASERJET/ J783DQ1	
10.	Roslina binti Aziz	Printer (Inkjet)	HP 3777 All In One	PKA-SSPRT01/ CN7C83D0FG	

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.	Mohamad Shahrin Nazreen Bin Rosmin	Desktop	Dell OptiPlex 790	PKA-SS01/ 9NTL92S	TR2021 - JAN (PCA : 6523102763 & CCA : 652310200)
2.	Nurul Syakila Binti Roslan Mohd Daniea Haikal bin Mohd Khairi	Desktop	Dell OptiPlex 790	PKA-SS02/ 7NTL92S	TR2021 - JAN (PCA : 6523102763 & CCA : 652310200)
3.	Roslina Binti Aziz	Desktop	Dell OptiPlex 7010	PKA-SS05/ G62XYY1	TR2021 - JAN (PCA : 6523102763 & CCA : 652310200)
4.	Noor Rafiqah binti Ruslan	Desktop	Dell OptiPlex 790	PKA-SS04/C37H B2S	TR2021 (This PC returned to Mr. Leong)

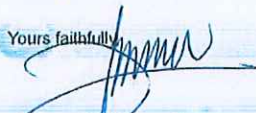
Additional

No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		
4.	Others ()		

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

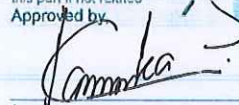
Thank you

Yours faithfully,


(Roslina Aziz)
Head of Department/Plant/Farm/Hatchery

INTERNAL USE
Effective Date : 30 May 2019

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


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AVP and above

Ms. Kannika Sangthong,
Assistant Vice President,