



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : PKA - Senawang plant ( DOC Sales )

Date : 23rd July 2021

## RE : IT ASSET DECLARATION 2021 & IT BUDGET SURVEY 2022

We refer to the above matter. The following is the declaration for PKA - Senawang plant ( DOC Sales ) :

### A. Summary of IT Asset

No. Of Staff	Desktop	Printer (LaserJet)
2	1	1

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Chin Kwai Heong	Desktop	Dell Optiplex 3050	PKA-SWPR12/ C63ZFL2	Sophos 1
2.	Chin Kwai Heong	Printer (LaserJet)	Dell B1265dnf	J6YK7S1/ J6YK7S1	

### 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

Yours faithfully,

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

Approved by,

( )  
Head of Department/Plant/Farm/Hatchery

( )

DOC Sales

AVP and above  
DOC Sales

**INTERNAL USE**  
*Effective Date : 30 May 2019*