



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

**To** : Information Technology Service Office

**From** : PKA - Senawang plant ( Finance )

**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 ( Finance ) :

### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)
23	8	2	1

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Maimon Binti Zainudin	Desktop	Dell OptiPlex 790	PKA-SWFP04/ 2CVHC2S	TR2021
2.	Norhayati Binti Abdul Gani	Desktop	Dell Optiplex 3050	PKA-SWFIN03/ DF0FMP2	Monitor : BGJ4LN2 Sophos 1
3.	Dharshini A/P Anbalakan	Desktop	Dell Optiplex 3050	PKA-SWFIN01/ DDZ7MP2	Monitor : 6HJ4LN2 Sophos 1
4.	Lee Siew Li	Desktop	Dell OptiPlex 3060	PKA-SWAPFIN02/ JPJ19R2	
5.	Lau Cyyune	Desktop	Dell OptiPlex 3070	PKA-SWFIN07/ 73KJ643	
6.	Liew Xia Ping	Desktop	Dell OptiPlex 3070	PKA-SWFIN06/ 73HQ643	JKCCB23
7.	Yau Chwan Yu	Laptop	Dell Latitude 3400	PKA-SWACNB02/ JGWVKT2	
8.	Ng Bee Hoon	Laptop	Dell Latitude 3400	PKA- SWAPACNB01/ FG90WZ2	
9.	Norhayati Binti Abdul Gani	Printer (Dot Matrix)	Epson LQ-300+	C240978/ BE9Y187850	Serial No: G82Y280455

### 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
1.	Lee Siew Li	Desktop	Dell OptiPlex 790	PKA-SWAC12/ 5CVHC2S	TECH REFRESH MIA
2.	Maimon Binti Zainudin	Desktop	Dell OptiPlex 780	PKA-SWFIP08/ H5X192S	B2020 FAULTY

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.	Maimon Binti Zainudin	Desktop	Dell OptiPlex 790	PKA-SWFP04/ 2CVHC2S	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,

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

( )  
Head of Department/Plant/Farm/Hatchery  
Finance

( )  
AVP and above  
Finance

INTERNAL USE  
Effective Date : 30 May 2019