

ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office From : PKA - Senawang plant (Food 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 $\,$ (Food Sales):

A. Summary of IT Asset

N	lo. Of Staff	Desktop	Laptop	Printer (Dot Matrix)
3	30	8	2	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Siti Nor Fathehah Binti Jaafar Sidek	Desktop	Dell OptiPlex 780	PP-SWFS01/ 16V192S	TR2021 EOL
2.	Teh Bee Kian	Desktop	Dell Optiplex 3050	PKA-SWHR22/ DF17MP2	Monitor : 8GJ4LN2 Sophos 1
3.	Lee Yoke Ling	Desktop	Dell OptiPlex 3060	PKA-SWFIN05/ JPHN7N2	
4.	Yong Pui Yee	Desktop	Dell OptiPlex 3070	PKA-SWFS01/ 73GL643	8HCCB23
5.	Chong Mei Ling	Desktop	Dell OptiPlex 3070	PKA-SWFS02/ 73HN643	2JCC823
6.	Lee Chai Yoke	Desktop	Dell OptiPlex 3070	PKA-SWFS03/ 73HP643	JHCCB23
7.	Ezze Nurfarhani Binti Ramli	Desktop	Dell OptiPlex 3060	PKA-SWPK09/ JPJ1H82	
8.	Siti Nor Fathehah Binti Jaafar Sidek	Laptop	Dell Latitude E5440	PKA-SWNB09/ FSY6YZ1	
9.	Ng Eng Keat	Laptop	Dell Latitude 3400	PKA-SWNB06/ 2HWVKT2	
10.	Lee Yoke Ling	Printer (Dot Matrix)	Epson LQ-300+II	Epson LQ300/ G82Y293320	

C. Inactive IT Asset

 $\underline{ \text{The following asset list is not able to trace during IT Preventive Maintenance 2021 as confirmed by person in charge: }$

No.	User	Device		Computer Name/	Remarks
				Serial No.	
1.	Lee Yoke Ling	Desktop	Dell OptiPlex 780	PP-SWFM03/	TR2021 - JAN (PCA : 6523101001 & CCA :
				DR7292S	652310100) MIA
2.	Yong Pui Yee	Printer (Dot Matrix)	Epson LQ-300+	G82Y293323/	MIA
				G82Y293323	

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.	New Serial No.

Waiting for Purchase Request

No.	User	Device	Model	IO No.

E. Budget Plan For 2022

N	ο.	User	Device	Model	Computer Name/	Remark
L					Serial No.	
1.		Siti Nor Fathehah Binti Jaafar Sidek	Desktop	Dell OptiPlex 780	PP-SWFS01/	TR2021 EOL
L					16V192S	
Г						
Г						

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 Food Sales | AVP and above Food Sales |
| INTERNAL USE |
| Effective Date: 30 May 2019