



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

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)
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

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 Yoke Ling	Desktop	Dell OptiPlex 780	PP-SWFM03/ DR7292S	TR2021 - JAN (PCA : 6523101001 & CCA : 652310100) MIA
2.	Yong Pui Yee	Printer (Dot Matrix)	Epson LQ-300+	G82Y293323/ G82Y293323	MIA

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.	Siti Nor Fathehah Binti Jaafar Sidek	Desktop	Dell OptiPlex 780	PP-SWFS01/ 16V192S	TR2021 EOL

