



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
From : PKA - Senawang plant (Food Technology)
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 Technology) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (InkJet)	Printer (LaserJet)
23	20	1	2	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Norazah Binti Mat Jalal	Desktop	Dell OptiPlex 780	PKA-SWFT01/ 425H62S	TR2021
2.	Thilagavathy A/P Thiyagarajan	Desktop	Dell OptiPlex 780	PKA-SWFT03/ F15H62S	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200)
3.	Parimon Suksawang	Desktop	Dell OptiPlex 780	PKA-SWFT04/ 6ZQB82S	TR2021 - JAN (PCA : 6523102061 & CCA : 652310200)
4.	Parinya Am Uad	Desktop	Dell OptiPlex 780	PKA-SWMX01/ B25H62S	TR2021 - JAN (PCA : 6523102072 & CCA : 652310200)
5.	Fateemah Krommueang	Desktop	Dell OptiPlex 7010	PKA-SWPK19/ 1B1XYY1	TR2021 - JAN (PCA : 6523102001 & CCA : 652310200)
6.	Nur Farhanah Nabila binti Mt Jais	Desktop	Dell OptiPlex 790	PKA-SWPR05/ 1DH8C2S	TR2021
7.	Muhammad Afif Bin Abd Aziz	Desktop	Dell OptiPlex 780	PKA-SWQC01/ G5V192S	TR2021 - JAN (PCA : 6523102082 & CCA : 652310200)
8.	Noor Azni Binti Mohd Nasir	Desktop	Dell OptiPlex 780	PKA-SWQC02/ 325H62S	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200)
9.	Nur Hani Suryati Maulat Mohamed Zahar	Desktop	Dell OptiPlex 790	PKA-SWQC05/ 4CVHC2S	TR2021 - JAN (PCA : 6523102018 & CCA : 652310200)
10.	Norazah Binti Mat Jalal	Desktop	Dell OptiPlex 790	PKA-SWQC06/ HBVHC2S	TR2021 - JAN (PCA : 6523102078 & CCA : 652310200)
11.	Mituna A/P Krishnan	Desktop	Dell OptiPlex 790	PKA-SWQC08/ 6CVHC2S	TR2021 - JAN (PCA : 6523102078 & CCA : 652310200)
12.	Mardiyah Binti Ahmad Shafi	Desktop	Dell OptiPlex 790	PKA-SWQC09/ 2P4JC2S	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200)
13.	Eddi Iskandar Bin Sharifuddin	Desktop	Dell OptiPlex 790	PKA-SWQC10/ D52K92S	TR2021 - JAN (PCA : 6523101670 & CCA : 652310100)
14.	Logavathanaa Samon	Desktop	Dell OptiPlex 3070	PKA-SWQC12/ HCDXC53	
15.	Nurul Ain Binti Basri	Desktop	Dell OptiPlex 3070	PKA-SWFT05/ HCBXL53	
16.	Nur Farhanah Nabila binti Mt Jais	Desktop	Dell OptiPlex 3070	PKA-SWQC13/ HCBKX53	
17.	Rabi Sarkimangrat	Desktop	Dell OptiPlex 3070	PKA-SWFT07/ 7PX61D3	FOOD TECH MONITOR SERIAL NO: JQF5F73
18.	Eddi Iskandar Bin Sharifuddin	Desktop	Dell OptiPlex 3070	PKA-SWFT06/ 8PX61D3	DELL OPTIPLEX 3080 Monitor Serial number : JQ76F73
19.	Kannika Santhong	Laptop	Dell Latitude 5290	PKA-SWNB07 ./ HTHM8S2 .	
20.	Zahidah binti Abd Rahman	Printer (Dot Matrix)	Epson LQ-300+	lq-300+ food tech/ DCAY182964	
21.	Parinya Am Uad	Printer (Dot Matrix)	Epson LQ-300+II	LQ-300+ii FOOD TECH/ G82Y182601	
22.	Norazah Binti Mat Jalal	Printer (LaserJet)	Others	HP CP1510/ CND9B7RNF9	HP Color LaserJet CP1510

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.	Fateemah Krommueang	Desktop	Dell OptiPlex 790	PKA-SWQC11/ 3CVHC2S	TR2021
2.	Parimon Suksawang	Desktop	Dell OptiPlex 780	PKA-SWMT02/ 8DS692S	TR2021 - JAN (PCA : 6523102076 & CCA : 652310200) 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.	Norazah Binti Mat Jalal	Desktop	Dell OptiPlex 780	PKA-SWFT01/425H62S	TR2021
2.	Thilagavathy A/P Thiyagarajan	Desktop	Dell OptiPlex 780	PKA-SWFT03/F15H62S	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200)
3.	Parimon Suksawang	Desktop	Dell OptiPlex 780	PKA-SWFT04/6ZQB82S	TR2021 - JAN (PCA : 6523102061 & CCA : 652310200)
4.	Parinya Am Uad	Desktop	Dell OptiPlex 780	PKA-SWMX01/B25H62S	TR2021 - JAN (PCA : 6523102072 & CCA : 652310200)
5.	Fateemah Krommueang	Desktop	Dell OptiPlex 7010	PKA-SWPK19/1B1XYY1	TR2021 - JAN (PCA : 6523102001 & CCA : 652310200)
6.	Nur Farhanah Nabila binti Mt Jais	Desktop	Dell OptiPlex 790	PKA-SWPR05/1DH8C2S	TR2021
7.	Muhammad Afif Bin Abd Aziz	Desktop	Dell OptiPlex 780	PKA-SWQC01/G5V192S	TR2021 - JAN (PCA : 6523102082 & CCA : 652310200)
8.	Noor Azni Binti Mohd Nasir	Desktop	Dell OptiPlex 780	PKA-SWQC02/325H62S	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200)
9.	Nur Hani Suryati Maulat Mohamed Zahar	Desktop	Dell OptiPlex 790	PKA-SWQC05/4CVHC2S	TR2021 - JAN (PCA : 6523102018 & CCA : 652310200)
10.	Norazah Binti Mat Jalal	Desktop	Dell OptiPlex 790	PKA-SWQC06/HBVHC2S	TR2021 - JAN (PCA : 6523102078 & CCA : 652310200)
11.	Mituna A/P Krishnan	Desktop	Dell OptiPlex 790	PKA-SWQC08/6CVHC2S	TR2021 - JAN (PCA : 6523102078 & CCA : 652310200)
12.	Mardiyah Binti Ahmad Shafi	Desktop	Dell OptiPlex 790	PKA-SWQC09/2P4JC2S	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200)

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 Technology

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AVP and above
Food Technology

INTERNAL USE
Effective Date : 30 May 2019