



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

**To** : Information Technology Service Office  
**From** : PKA - Senawang plant ( FPP Maintenance )  
**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 ( FPP Maintenance ) :

### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)	Projector
12	6	1	1	1	1

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Mook Siew Ling	Desktop	Dell OptiPlex 3046	PKA-SWMT16/ BYG3TF2	ESC: 26027507630
2.	Mook Siew Ling	Desktop	Dell OptiPlex 3060	PKA-SWAPMI03/ JPHXSF2	
3.	Huszaimey Bin Thamby Hussain	Desktop	Dell OptiPlex 3060	PKA-SWAPMI01/ JPHN7C2	
4.	Siti Zahraa Binti Ibrahim	Desktop	Dell OptiPlex 3060	PKA-SWAPMI02/ JPHDBW2	
5.	Hamdee Hengpiya	Laptop	Dell Latitude E5440	PKA-SWNB13/ J4Y6YZ1	B2020
6.	Mook Siew Ling	Printer (LaserJet)	Dell 1135n	PKA- SWAPMPL01/ 86sz3m1	

### 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.	Abdullah Sani Bin Abu Hasan	Desktop	Dell OptiPlex 780	PKA-SWMT07/ 1QQQ62S	TR2021 - JAN (PCA : 6523102049 & CCA : 652310200)
2.	Siti Zahraa Binti Ibrahim	Desktop	Dell OptiPlex 780	PKA-SWMT01/ BCS692S	TR2021 - JAN (PCA : 6523102078 & CCA : 652310200)

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**  
FPP Maintenance

(  
**AVP and above**  
FPP Maintenance

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