



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
From : PKA - Senawang plant (FPP Warehouse - Packaging Store)
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 Warehouse - Packaging Store) :

A. Summary of IT Asset

| No. Of Staff | Desktop | Printer (InkJet) |
|--------------|---------|------------------|
| 2 | 3 | 1 |

B. Detailed Information Of Active IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remarks |
|-----|-----------------------------------|---------|--------------------|------------------------------|----------|
| 1. | Yee Peck Wey | Desktop | Dell OptiPlex 3060 | PKA-SWAP35/ 4Q859R2 | Sophos 1 |
| 2. | Rashidah Binti Hussin | Desktop | Dell OptiPlex 7010 | PKA-SWAPFPP05/ BD1XYY1 | TR2021 |
| 3. | Muhammad Izzul Hakim Bin Zulhazmi | Desktop | Dell OptiPlex 780 | PKA-SWFPP07/ CDFT725 | TR2021 |
| | | | | | |
| | | | | | |
| | | | | | |

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 |
|-----|------|--------|-------|------------------------------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

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. | Rashidah Binti Hussin | Desktop | Dell OptiPlex 7010 | PKA-SWAPFPP05/ BD1XYY1 | TR2021 |
| 2. | Muhammad Izzul Hakim Bin Zulhazmi | Desktop | Dell OptiPlex 780 | PKA-SWFPP07/ CDFT725 | 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

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

Yours faithfully,

Approved by,

(
Head of Department/Plant/Farm/Hatchery
FPP Warehouse - Packaging Store
INTERNAL USE
Effective Date : 30 May 2019

(
AVP and above
FPP Warehouse - Packaging Store