



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
From : PKA - Senawang plant (HR & Administration)
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 (HR & Administration) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (LaserJet)
49	10	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Asyraf Khan bin Rahim Khan	Desktop	Dell OptiPlex 3070	PKA-SWHR23/ 73HL643	
2.	Wong Kwei Lian	Desktop	Dell OptiPlex 3070	PKA-SWHR21/ 73JP643	
3.	Ravintran A/L Kuppusamy	Desktop	Dell OptiPlex 3040	PKA-SWRD02/ BNVM8F2	Location at PK2 Sophos 1
4.	Azhar Bin Idris	Desktop	Dell Optiplex 3050	PKA-SWHRA01/ DF18MP2	Monitor : CGJ4LN2 Sophos 1
5.	Hashturi A/P Vigneswaran	Desktop	Dell OptiPlex 3070	PKA-SWHR20/ 73JH643	
6.	Mohd Noor Affendi Bin Nordin	Desktop	Dell Optiplex 3050	PKA-SWHRA03/ DDW7MP2	Monitor : 1HJ4LN2 Sophos 1
7.	Syeedatul Imma Binti Mat Said	Desktop	Dell Optiplex 3050	PKA-SWHRA04/ DDY5MP	Monitor : 4HJ4LN2 Sophos 2
8.	Liza Hazleen Binti Razali	Desktop	Dell Optiplex 3050	PKA-SWHRA02/ DF1DMP2	Monitor : JGJ4LN2 Sophos 1
9.	Mohd Noor Affendi Bin Nordin	Desktop	Dell OptiPlex 3060	PKA-SWHR009/ JPHZBD2	
10.	Sri Shanthi A/P Balakrishnan	Laptop	Dell Latitude 5280	PKA-SWNB08/ CS3T5M2	Installed with Ms Access 2013 and SAP BPC BI Sophos old
11.	Syeedatul Imma Binti Mat Said	Laptop	Dell Latitude E5440	PKA-SWNB14/ 6JY6YZ1	IRLC01S01
12.	Wong Kwei Lian	Printer (LaserJet)	Dell 2330d	Dell 06/ C297639	

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.	Hashturi A/P Vigneswaran	Desktop	Dell OptiPlex 790	PKA-SWHR09/ CGZKC2S	B2020 Tech Refresh

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
HR & Administration

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AVP and above
HR & Administration

INTERNAL USE
Effective Date : 30 May 2019