



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : PKA - Senawang plant (Marketing)

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 (Marketing) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (LaserJet)	Scanner
31	2	4	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Chan Chung Oig	Desktop	Dell OptiPlex 3070	PKA-SWMKT03/ 73JQ643	G5CCB23
2.	Muhammad Khairul Bin Che Din	Desktop	Dell OptiPlex 780	PKA-SWFM04/ 87K192S	
3.	Chan Chung Oig	Laptop	Dell Latitude 3480	PK-SWNB26/ H7L74F2	Reuse for long term by Ms Ho Xin Yee. Marketing Report ID :44672
4.	Wantanee Pichitporn	Laptop	Dell Latitude 5290	PKA-SWAPNB01/ DLT1QN2	Sophos 1
5.	Tah Moon Hui	Laptop	Dell Latitude 3400	PKA- SWMKTNB02/ 2H90WZ2	
6.	Law Wai Yew	Laptop	Dell Latitude 3400	PKA- SWAPMKTNB01/ JG90WZ2	

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.	Chan Chung Oig	Printer (LaserJet)	HP P2015	HP30/ CNN1H09639	MIA
2.	Chan Chung Oig	Scanner	HP ScanJet G2410	SCANJET G2410/ SCANJET01	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.	Muhammad Khairul Bin Che Din	Desktop	Dell OptiPlex 780	PKA-SWFM04/ 87K192S	

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
Marketing

()
AVP and above
Marketing

INTERNAL USE
Effective Date : 30 May 2019