



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : PKA - Senawang plant (Warehouse)

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 (Warehouse) :

A. Summary of IT Asset

No. Of Staff	Desktop	PDA	Printer (Dot Matrix)	Printer (LaserJet)
50	9	1	10	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Muhammad Khairidhwan bin Abdul Aziz	Desktop	Dell OptiPlex 7010	PKA-SWPR06/ BK03F02	TR2021 - JAN (PCA : 6523101001 & CCA : 652310100)
2.	Muhammad Zhafran Bin Basri	Desktop	Dell Optiplex 3050	PKA-SWFIN04/ 3T75MP2	Monitor : DH1CKN2 PKA Sri Senawang WH Sophos 2
3.	Mohamad Zaki Bin Sulaiman	Desktop	Dell OptiPlex 3060	PKA-SWAPWH02/ JPJ1T92	pka sri senawang warehouse
4.	Mohamad Khairul Bin Zulkepli	Desktop	Dell OptiPlex 780	PKA-SWWH04/ CDF72S	TR2021
5.	Wan Julia Naida Binti Ramli	Desktop	Dell OptiPlex 3070	PKA-SWWH18/ 73KM643	5CCCB23
6.	Mohamad Sharul Nizam Bin Suliman	Desktop	Dell OptiPlex 780	PKA-SWFPP02/ 9DS692S	Muhamad Irfan bin Mohd Rasid
7.	Wan Julia Naida Binti Ramli	Printer (Dot Matrix)	Epson LQ-300+	300-AGRO06/ DCAY181360	
8.	Mohamad Sharul Nizam Bin Suliman	Printer (Dot Matrix)	Epson LQ-300+II	EPSON02/ G82Y252446	
9.	Wan Julia Naida Binti Ramli	Printer (Dot Matrix)	Epson LQ-310	EPSON05/ R9DY146309	PKA Senawang
10.	Mohamad Zaki Bin Sulaiman	Printer (Dot Matrix)	Epson LQ-300+	Epson LQ-300+ WH/ DCAY172154	SRI SENAWANG STORE
11.	Mohamad Zaki Bin Sulaiman	Printer (Dot Matrix)	Epson LQ-2190	Epson LQ2190 WH/ MK3Y000247	Warehouse-Store
12.	Muhd Fikri Bin Abdul Rahman	Printer (Dot Matrix)	Epson LQ-2190	lq2190(mswong)/ MK3Y000190	
13.	Wan Julia Naida Binti Ramli	Printer (Dot Matrix)	Epson LQ-300+	EPSON LQ-300+1/ DCAY138796	
14.	Wan Julia Naida Binti Ramli	Printer (Dot Matrix)	Epson LQ-2190	WH-AGRO08/ MK34014267	PKA senawang
15.	Mohamad Zaki Bin Sulaiman	Printer (Dot Matrix)	Epson LQ-310	PKA-SWFPP 01/ R9DY145604	
16.	Wan Julia Naida Binti Ramli	Printer (LaserJet)	HP P2015	CNC1G31328/ CNC1G31328	

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.	Wan Julia Naida Binti Ramli	Desktop	Dell OptiPlex 790	PKA-SWFP05/ 7CVHC2S	B2020 Tech Refresh
2.	Zuhairil Anuar Bin Mohd Zuki	Desktop	Dell OptiPlex 780	PKA-SWFP10/ C0FT72S	TR2021 - JAN (PCA : 6523101001 & CCA : 652310100)
3.	Zuhairil Anuar Bin Mohd Zuki	Desktop	Dell OptiPlex 780	PKA-SWFP25/ C7K192S	TR2021 - JAN (PCA : 6523101001 & CCA : 652310100) Damaged PSU

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

E. Budget Plan For 2022

Additional

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,

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Head of Department/Plant/Farm/Hatchery
 Warehouse

INTERNAL USE
Effective Date : 30 May 2019

(
AVP and above
Warehouse