



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
From : PKA - Senawang plant (Warehouse-Picking)
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-Picking) :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)
3	5	8

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Ahmad Sabri Bin Mat Nor	Desktop	Dell OptiPlex 3070	PKA-SWWHPD02/ 73KK643	
2.	Noraidah Binti Mohd Noor	Desktop	Dell OptiPlex 3070	PKA-SWFPP01/ 73KN643	
3.	Mohd Helmi bin Suhardi	Desktop	Dell OptiPlex 3070	PKA-SWFPP03/ 73KL643	
4.	Yee Wah Lun	Desktop	Dell OptiPlex 3070	PKA-SWAPWR01/ 7N2FRZ2	
5.	Yee Wah Lun	Desktop	Dell OptiPlex 3070	PKA-SWWHP01/ 73GN643	4KCCB23
6.	Yee Wah Lun	Printer (Dot Matrix)	Epson LQ-300+	PKA-SWWHPD04/ R9DY059570	
7.	Mohd Helmi bin Suhardi	Printer (Dot Matrix)	Epson LQ-2180	lq2180 -fpp warehouse/ BE9Y217457	
8.	Ahmad Sabri Bin Mat Nor	Printer (Dot Matrix)	Epson LQ-310	PKA- SWFPPD06/ R9DY003239	
9.	Ahmad Sabri Bin Mat Nor	Printer (Dot Matrix)	Epson LQ-2190	PKA-SWFPPD01/ MK3Y014267	
10.	Yee Wah Lun	Printer (Dot Matrix)	Epson LQ-310	PKA-SWWHPD01/ R9DY442819	
11.	Noraidah Binti Mohd Noor	Printer (Dot Matrix)	Epson LQ-310	PKA-SWWHPD03/ R9DY442803	
12.	Mohd Helmi bin Suhardi	Printer (Dot Matrix)	Epson LQ-300+II	PKA- SWFPPD02/ G82Y259785	

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

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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,

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Head of Department/Plant/Farm/Hatchery
 Warehouse-Picking

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AVP and above
 Warehouse-Picking

INTERNAL USE
Effective Date : 30 May 2019