



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : PKA - Kuantan OS

Date : 21st July 2021

RE : IT ASSET DECLARATION 2021 & IT BUDGET SURVEY 2022

We refer to the above matter. The following is the declaration for PKA - Kuantan OS :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (LaserJet)
1	4	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Izza Naziha Binti Mohamad Haris	Desktop	Dell OptiPlex 7010	PKA-TPOF02/ HNH8F2S	TR2021 - JAN (PCA : 6523114101 & CCA : 652311400)
2.	Izza Naziha Binti Mohamad Haris	Desktop	Dell OptiPlex 780	PKA-SNW780/ DV8X82S	TR2021 - FEB (PCA : 6522113032 & CCA : 652211300)
3.	Izza Naziha Binti Mohamad Haris	Printer (Dot Matrix)	Epson LQ-310	PKA-OS KUANTAN/ R9DY388901	pka os kuantan
4.	Izza Naziha Binti Mohamad Haris	Printer (LaserJet)	Dell B1265dnf	DELL B1265DNF kuantan off/ 171L7S1	Transferred to Kuantan OS

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.	Izza Naziha Binti Mohamad Haris	Desktop	Dell OptiPlex 790	PKA-KTOS02/ 8VR4C2S	TR2021 FAULTY: USER SEND TO SHOP
2.	Izza Naziha Binti Mohamad Haris	Desktop	Dell OptiPlex 790	PKA-PKOS03/ 6TR4C2S	TR2021 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.	Izza Naziha Binti Mohamad Haris	Desktop	Dell OptiPlex 7010	PKA-TPOF02/ HNH8F2S	TR2021 - JAN (PCA : 6523114101 & CCA : 652311400)

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

(
AVP and above

INTERNAL USE
Effective Date : 30 May 2019