



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : PKA - Ipoh office

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 - Ipoh office :

### A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Projector
11	5	3	1

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Kalaivani A/P Sathasivam	Desktop	Dell OptiPlex 790	PKA-IPOF04/ 8925B2S	TR2021
2.	Wong Suit Leng	Desktop	Dell OptiPlex 3060	PKA-IPOF06/ CXT7NX2	
3.	Shakirah Binti Mohd Fauzi	Desktop	Dell OptiPlex 3070	PKA-IPOF07/ HCBJX53	SN : DNLLS33 WFH
4.	Kalaivani A/P Sathasivam	Desktop	Dell OptiPlex 3070	PKA-IPOF08/ HCCDX53	SN : FNLLS33
5.	Ong Ai Cheng	Desktop	Dell OptiPlex 3070	PKA-IPOF09/ HCBGX53	SN : 1NLLS33
6.	Shakirah Binti Mohd Fauzi	Printer (Dot Matrix)	Epson LQ-300+	DCAY175977/ DCAY175977	
7.	Kalaivani A/P Sathasivam	Printer (Dot Matrix)	Epson LQ-300+	G82Y149803/ G82Y149803	
8.	Ong Ai Cheng	Printer (Dot Matrix)	Epson LQ-300+II	EPSON LQ-300+II/ G82Y244987	

### 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
1.	Kalaivani A/P Sathasivam	Desktop	Dell OptiPlex 790	PKA-IPOF04/ 8925B2S	TR2021

#### 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