



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : PKA - Johor 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 - Johor office :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)
8	7	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Yong Kim Loon	Desktop	Dell OptiPlex 3046	PKA-PKFO10/ 9SL4TF2	Sophos 1
2.	Fam Nyok Mui	Desktop	Dell OptiPlex 790	PKA-TL30/ JPNY92S	TR2021 - FEB (PCA : 6523107037 & CCA : 652310700) User at Ulu Tiram.
3.	Mohamad Famyul Bin Ramli	Desktop	Dell OptiPlex 790	PKA-JHOF01/ JHMY92S	MIA
4.	Mohamad Famyul Bin Ramli	Desktop	Dell OptiPlex 790	PKA-JHOF02/ B1T4B2S	MIA
5.	Mohamad Famyul Bin Ramli	Desktop	Dell OptiPlex 7010	CPJ-JBPD05/ JNH8F2S	TR2021 - (PCA: 6522109101 & CCA: 652210900)
6.	Fam Nyok Mui	Desktop	Dell OptiPlex 3070	PKA-JHOF03/ HCCKX53	SN Monitor: JNLLS33
7.	Mohamad Famyul Bin Ramli	Printer (Dot Matrix)	Epson LQ-300+II	PKA-JHRPRT01/ G82Y226320	

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.
1.	Fam Nyok Mui	Desktop	Dell OptiPlex 790	4500216739	1009742	

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.	Mohamad Famyul Bin Ramli	Desktop	Dell OptiPlex 790	PKA-JHOF02/ B1T4B2S	MIA

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