



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : PKA - Kahang farm

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 - Kahang farm :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)
3	4	2	1	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Montree Prasitsuwan	Desktop	Dell OptiPlex 3070	PKA-KLFM01./ 7MFFRZ2	
2.	Montree Prasitsuwan	Desktop	Dell OptiPlex 3070	PKA-KLFM02/ 7M3LRZ2	
3.	Montree Prasitsuwan	Desktop	Dell OptiPlex 3060	PKA-KLFM04/ GJC8X2T	
4.	Mohd Rasid Bin Mat Nor	Laptop	Dell Latitude E5440	CPJ-KTNB01/ J1Z6YZ1	TR2021 - JAN (PCA : 6522118004 & CCA : 652211800) Transfer to sg sayong
5.	Montree Prasitsuwan	Laptop	Dell Latitude E6330	PKA-KLNB01/ 7F01TY1	B2020
6.	Montree Prasitsuwan	Printer (Dot Matrix)	Epson LQ-310	PKA-KLFMP2/ R9DY388897	PKA KAHANG
7.	Montree Prasitsuwan	Printer (LaserJet)	HP 2420	KLFMP1/ VNH3506216	
8.	Montree Prasitsuwan	Printer (LaserJet)	HP 2035	PKA-KLFMP3/ CN9904B28C	

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.	Montree Prasitsuwan	Desktop	Dell OptiPlex 790	PKA-KLFM03/ 2D9K92S	TR2021 - JAN (PCA : 6522118270 & CCA : 652211800) 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

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

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AVP and above

INTERNAL USE
Effective Date : 30 May 2019