To : Information Technology Service Office

From : PKA - Kulim 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 - Kulim OS :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (LaserJet)
8	6	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Shafiq Azmeer Bin Hassan	Desktop	Dell Optiplex 3050	PKA-KLOS02/ F7GV9P2	MONIOTR SERIAL NUMBER : 5HZBKN2 Sophos 1
2.	Ahmad Haikal Bin Mohd Yusoff	Desktop	Dell Optiplex 3050	PKA-KLOS04/ F7HR9P2	Monitor serial number :7HZBKN2 Sophos 1
3.	Normimi Binti Abd Shukor	Desktop	Dell Optiplex 3050	PKA-KLOS03/ F7GZ9P2	MONITOR SERIAL NUMBER : JO1CKN2 Sophos 1
4.	Khairul Bashariah Binti Abd Rahim	Desktop	Dell Optiplex 3050	PKA-KLOS05/ F7FT9P2	MONITOR SERIAL NUMBER :5DZBKN2 Sophos 2
5.	Siti Hajar Binti Zakaria	Desktop	Dell Optiplex 3050	PKA-KLOS01/ F7F0BP2	Monitor serial number : 4GZBKN2 Sophos 1
6.	Marzuki Bin Ahmad Daud	Desktop	Dell Optiplex 3050	PKA-KLOS06/ F7FY9P2	MONITOR SERIAL NUMBER : 5FZBKN2 Sophos 2
7.	Khairul Bashariah Binti Abd Rahim	Printer (Dot Matrix)	Epson LQ-310	PKA-PRINTER0S2/ R9DY029101	
8.	Normimi Binti Abd Shukor	Printer (Dot Matrix)	Epson LQ-310	LQ310-OSKULIM/ R9DY029114	
9.	Siti Hajar Binti Zakaria	Printer (LaserJet)	Dell E515DW	OSKULIM DELL/ 237P132	OS Kulim Kedah IP :10.201.92.191

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

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,

Approved by,

_____
(   )
Head of Department/Plant/Farm/Hatchery

_____
(   )
AVP and above