



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : PKA - Raub 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 - Raub farm :

A. Summary of IT Asset

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

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Zainora Binti Zulkifly	Desktop	Dell OptiPlex 3040	PKA-RBFRM02/ 86G5YC2	DELL warranty 5 years Use by Nur Aqilah BT Mohd Khari
2.	Zainora Binti Zulkifly	Desktop	Dell Optiplex 3050	PKA-RBFRM04/ F73T9P2	Tech Refresh : 86G5YC2
3.	Eng Choo Nee	Desktop	Dell OptiPlex 3040	PKA-KPOF09/ 5JQ0B92	
4.	Foong Chai Fan	Laptop	Dell Latitude 3400	PKA-PKFONB01/ J65TZZ2	
5.	Zainora Binti Zulkifly	Printer (Dot Matrix)	Epson LQ-300	EPSONLQ300/ 300	serial number :G82Y299453
6.	Zainora Binti Zulkifly	Printer (LaserJet)	Dell E515DW	PKA-E515dw/ 23FM132	"ESC: 456 118 527 8 Advise to open PR for new printer

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

*Approval is required for 'Budget Plan 2022' only. You may ignore this part if not related

Approved by,

Yours faithfully,

(
Head of Department/Plant/Farm/Hatchery

(
AVP and above

INTERNAL USE
Effective Date : 30 May 2019