To : Information Technology Service Office

From : PKA - Sedili 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 - Sedili farm :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (LaserJet)
1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Abdul Rahman Bin Mukhtar	Desktop	Dell OptiPlex 3046	PKA-SDFM01/ 4BK5LG2	
2.	Abdul Rahman Bin Mukhtar	Printer (LaserJet)	Others	PKA-SDFMPR01/ CNB8HCVCMF	

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,

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

Approved by,

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

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( )