

ASSET DECLARATION 2022 & BUDGET SURVEY 2023 **FORM**

ATM-FM07

**To** : Information Technology Service Office**From** : PCM - MONT KIARA OFFICE**Date** : 9th August 2022**RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023**

We refer to the above matter. The following is the declaration for PCM - MONT KIARA OFFICE :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Laptop	Others	Printer (Dot Matrix)	Printer (InkJet)	Printer (LaserJet)	Projector
44	9	33	16	4	2	3	1

**B. Detailed Information Of Active IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	SOO KEE CHIN	Desktop	Dell OptiPlex 790	PCM-MKOF05/ 1KJ2C2S	TR2021 Not in use(spare at lvl 11)
2.	ZAFIRAH BINTI ZAINAL ABIDIN	Desktop	Dell Optiplex 3050	PCM-MKOF07/ 3WJY9P2	Monitor S/N : CN-0YYJR6-FCC00-81V-D8WL Sophos 2
3.	MOHAMAD HARITH BIN AHMAD NASRI	Desktop	Dell Optiplex 3050	PCM-MKOF08/ 3WK0BP2	MONITOR S/N : CN-0YYJR6-FCC00-81V-D8VL Sophos 2
4.	CHIN WEI KET	Desktop	Dell OptiPlex 3060	PCM-MKAC01/ GJNT8X2	
5.	SHAIRAFIZA BINTI MOHAMAD SHARIF	Desktop	Dell OptiPlex 3060	PCM-MKOF01-/ GK5T8X2	
6.	LAI KAR YEI	Desktop	Dell OptiPlex 3060	PCM-MKOF09/ GJRS8X2	
7.	WAN NABILA BINTI WAN AB HAKIM	Desktop	Dell OptiPlex 3060	PCM-MKOF04-/ GJTS8X2	NEW
8.	NUR ZIANA BINTI MAT SAMAN	Desktop	Dell OptiPlex 3060	PCM-MKOF03-/ GK319X2	
9.	SOO KEE CHIN	Desktop	Dell OptiPlex 3060	PCM-MKOF06/ GJXT8X2	B2020
10.	Fion Law Fui Lean	Laptop	Dell Latitude 3480	PCM-MKOFNB25/ 14PSKJ2	Sophos 1
11.	Toh Wee Nee	Laptop	Dell Latitude 3420	PCM-MKNB30/ 56JV1B3	
12.	LIM CHUN KEAT	Laptop	Dell Latitude E6520	PCM-MKNB06/ 8NB7DS1	B2020 old user resign Not use(office lvl 11)
13.	MICHAEL CHANG CHONG JIN	Laptop	Dell Latitude 3420	PCM-MKNB10/ 5LCFR93	
14.	KOH HUI SZU	Laptop	Dell Latitude 3420	PCM-MKOFNB26/ 9LCFR93	

15.	LIM CHUN KEAT	Laptop	Dell Latitude E6520	PCM-MKNCB02/ 8DFS6R1	MIA
16.	WONG CHET YNG	Laptop	Dell Latitude 3420	PCM-MKOFNB27/ GG71QG3	
17.	JEFFREY	Laptop	Dell Latitude 3420	PCM-MKOFNB29/ DLCFR93	
18.	ANNIE TAN BEE EAN	Laptop	Dell Latitude 3420	PCM-MKOFNB28/ FLB1QG3	
19.	CHLOE NG SIEW WEAI	Laptop	Dell Latitude 3480	PCM-MKOFNB09/ HYJ94F2	Sophos 1
20.	HIU KEE YANG	Laptop	Dell Latitude 3480	PCM-MKNCB13/ 24PSKJ2	User and Asset not in the office Sophos 1
21.	CHIN WEI KET	Laptop	Dell Latitude 3480	PCM-MKNCB15/ H3PSKJ2	Sophos old IRLC01S01
22.	JEFFREY	Laptop	Dell Latitude 3480	PCM-MKOFNB24/ G3PSKJ2	User and Asset not in the office Sophos 1 MIA
23.	Tan Yee Tiam	Laptop	Dell Latitude 3480	PCM-MKOFNB23/ F3PSKJ2	laptop DELL Latitude E3480 Sophos 1 MIA
24.	JEFFREY	Laptop	Others	PCM-MKNCB20/ GW73FH2	LATITUDE E5280 Sophos 1
25.	TEE SHU WOY	Laptop	Dell Latitude 3480	PCM-MKNCB21/ 3GFXTJ2	Sophos 1
26.	EVELYN CHAI CHANG LI	Laptop	Dell Latitude 3490	PCM-MKOFNB01/ JMNTDP2	Sophos 2 User Outstation
27.	LEONG YONG HUI	Laptop	Dell Latitude 3470	PCM-MKNCB14/ FF874C2	Sophos 1 MIA
28.	Soo Kian Tat	Laptop	Dell Latitude 3490	PCM-MKOFNB19/ 97DB1W2	Took on behalf Soo Kian Tat
29.	Chia Keong Hee	Laptop	Dell Latitude 3490	PCM-MKOFNB11/ 6V6B1W2	old user resign
30.	Cheong Soo Yee	Laptop	Dell Latitude 3490	PCM-MKOFNB22/ 98DB1W2	Taken on behalf Ng You Noan old user resign
31.	Yong Kok Wei	Laptop	Dell Latitude 3490	PCM-MKOFNB13/ 88DB1W2	
32.	Chia Keong Hee	Laptop	Dell Latitude 3490	PCM-MKOFNB15/ H8DB1W2	
33.	LIM CHOONG CHIN	Laptop	Dell Latitude 3490	PCM-MKOFNB26/ 18DB1W2	
34.	CHLOE NG SIEW WEAI	Laptop	Dell Latitude 3490	PCM-MKOFNB12/ JS6B1W2	old user resign
35.	SOO KEE CHIN	Laptop	Dell Latitude 3490	PCM-MKOFNB14/ C7DB1W2	Taken on behalf Soo Kee Chin
36.	CHONG CHEE CHOONG	Laptop	Dell Latitude 3490	PCM-MKOFNB17/ DRB6B1W2	
37.	LIM CHUN KEAT	Laptop	Dell Latitude 3490	PCM-MKOFNB16/ HT6B1W2	
38.	FARAH ATIQAHA ZAWANI BINTI YAKOB	Laptop	Dell Latitude 3480	PCM-MKOFNB35/ HT6B1W2	

				J3PSKJ2	
39.	CHOO KIN WAH	Laptop	Dell Latitude 3420	PCM-MKOFNB04/ BLCFR93	
40.	CHLOE NG SIEW WEAI	Laptop	Dell Latitude 3420	PCM-MKNB12/ CLCFR93	
41.	ANNIE TAN BEE EAN	Laptop	Dell Latitude 3420	PCM-MKNB23/ 8LCFR93	
42.	ONG CHIN HAN	Laptop	Dell Latitude 3420	PCM-MKNB22/ 6LCFR93	
43.	JEFFREY	Printer (Dot Matrix)	Epson LQ-2180	PCM-PRT01/ BE9Y233509	
44.	WAN NABILA BINTI WAN AB HAKIM	Printer (Dot Matrix)	Epson LQ-2180	PCM-PRT02/ BE9Y104345	
45.	JEFFREY	Printer (Dot Matrix)	Epson LQ-2190	PCM-PRT03/ MK3Y030948	
46.	SHAIRAFIZA BINTI MOHAMAD SHARIF	Printer (Dot Matrix)	Epson LQ-2190	PCM-PRT05/ MK3Y074075	New Printer
47.	JEFFREY	Printer (LaserJet)	Dell C1765nfw	PCM-PRT04/ C6FKQV1	
48.	CHLOE NG SIEW WEAI	Printer (LaserJet)	Canon	Pixma / iP3680	
49.	LIM CHUN KEAT	Printer (LaserJet)	Others	ImageCLASS LBP6030/ NQSA177425	

**C. Inactive IT Asset**

The following asset list is not able to trace during IT Preventive Maintenance 2022 as confirmed by person in charge :

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	JEFFREY		Dell v313w	Dell V515W / 4GTZCJ1	Faulty

We agreed that all inactive asset will be removed from IT Asset Listing.

**D. Pending Purchasing For 2022**

**Tech Refresh**

No.	User	Device	Model	PO No.

**New Request**

No.	User	Device	Model	PO No.

**E. Budget Plan For 2023**

**Manage IT Asset**

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 2023' 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*