



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

ATM-FM07

**To** : Information Technology Service Office

**From** : PKA - DESARU EGG FARM

**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 PKA - DESARU EGG FARM :

#### **A. Summary of IT Asset**

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)
25	17	1	3	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	SITI FATIMAH BINTI KATINI	Desktop	Dell Optiplex 9020	PKA-DSFM12/ FLB9S62	
2.	SITI NAZIRAH BINTI MOHMAD HALID	Desktop	Dell Optiplex 7020	PKA-DSFM06/ 2XW8S62	TR2021
3.	SITI FATIMAH BINTI KATINI	Desktop	Dell Optiplex 790	PKA-DSFM20/ GCH8C2S	TR2021
4.	SITI FATIMAH BINTI KATINI	Desktop	Dell Optiplex 3090	PKA-DSFM36/ CKDKPQ3	
5.	SITI NAZIRAH BINTI MOHMAD HALID	Desktop	Dell Optiplex 3090	PKA-DSFM37/ 2LDKPQ3	
6.	Nurhanani binti Zahari	Desktop	Dell Optiplex 3090	PKA-DSFM31/	

				JKDKPQ3	
7.	SITI FATIMAH BINTI KATINI	Desktop	Dell Optiplex 3090	PKA-DSFM35/ GKDKPQ3	
8.	HARYANTI BINTI ABD RAHIM	Desktop	Dell Optiplex 3090	PKA-DSFM38/ FKDKPQ3	
9.	SYAFIQA MAISARAH BTE ROSLI	Desktop	Dell Optiplex 790	PKA-DSFM16/ B8BHS62	
10.	SUTTIMON SAISUVAN	Laptop	Dell Latitude 3420	PKA-DSFM100/ C9WHMG3	
11.	SYAFIQA MAISARAH BTE ROSLI	Printer (Dot Matrix)	Epson LQ-310	PKA- DSFMPR03/ R9DY130906	
12.	SYAFIQA MAISARAH BTE ROSLI	Printer (Dot Matrix)	Epson LQ-300+II	CPJ- MLOFPR02/ G82Y233689	

### 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.	SYAFIQA MAISARAH BTE ROSLI	Printer (LaserJet)	Dell 1135n	PKA- DSFMPT03/ H683DQ1	MIA
2.	SYAFIQA MAISARAH BTE ROSLI	Desktop	Dell Optiplex 7020	PKA-DSFM09/ 2XWCS62	TR2021 - FEB (PCA : 6523110002 & CCA : 652311000) MIA
3.	SITI FATIMAH BINTI KATINI	Desktop	Dell Optiplex 7020	PKA-DSFM08/ 2ZRBS62	FAULTY (DISPOSE)
4.	SYAFIQA MAISARAH BTE ROSLI	Desktop	Dell Optiplex 790	CPJNT02/ FD45B2S	Faulty (Dispose)
5.	SYAFIQA MAISARAH BTE ROSLI	Desktop	Dell Optiplex 790	DSFM50/ CHMY92S	Faulty (Dispose)
6.	Natasha Nadia Bt Mohd Jasni	Desktop	Dell Optiplex 9020	PKA-DSFM15/ B8LBS62	FAULTY (DISPOSE)
7.	Siti Fatimah Binti Katini	Desktop	Dell OptiPlex 9020	PKA-DSFM13/	sophos old MIA

				FLB4V72	
8.	SITI FATIMAH BINTI KATINI	Desktop	Dell Optiplex 9020	PKA-DSFM14/ FLB1V72	FAULTY (DISPOSE)
9.	SITI FATIMAH BINTI KATINI	Desktop	Dell Optiplex 9020	PKA-DSFM17/ B84HS62	Faulty (Dispose)
10.	SITI FATIMAH BINTI KATINI	Printer (Dot Matrix)	Epson LQ-310	PKA- DSFMPR04 (PKA- DEASRU)/ R9DY130889	MIA

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
1.	SITI NAZIRAH BINTI MOHMAD HALID	Desktop	Dell Optiplex 7020	PKA-DSFM06/ 2XW8S62	TR2021
2.	SITI FATIMAH BINTI KATINI	Desktop	Dell Optiplex 790	PKA-DSFM20/	TR2021

				GCH8C2S	

**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**