



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

ATM-FM07

To : Information Technology Service Office

From : PKA - IPOH 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 PKA - IPOH OFFICE :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Projector
11	5	3	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	KALAIVANI A/P SATHASIVAM	Desktop	Dell OptiPlex 790	PKA-IPOF04/ 8925B2S	TR2021 Cancel budget for 2022 Faulty
2.	Wong Suit Leng	Desktop	Dell OptiPlex 3060	PKA-IPOF06/ CXT7NX2	
3.	SHAKIRAH BINTI MOHD FAUZI	Desktop	Dell OptiPlex 3070	PKA-IPOF07/ HCBJX53	SN : DNLLS33 WFH
4.	KALAIVANI A/P SATHASIVAM	Desktop	Dell OptiPlex 3070	PKA-IPOF08/ HCCDX53	SN : FNLLS33
5.	ONG AI CHENG	Desktop	Dell OptiPlex 3070	PKA-IPOF09/ HCBGX53	SN : 1NLLS33
6.	SHAKIRAH BINTI MOHD FAUZI	Printer (Dot	Epson LQ-300+	DCAY175977/	

		Matrix)		DCAY175977	
7.	KALAIVANI A/P SATHASIVAM	Printer (Dot Matrix)	Epson LQ-300+	G82Y149803/ G82Y149803	
8.	ONG AI CHENG	Printer (Dot Matrix)	Epson LQ-300+II	EPSON LQ-300+II/ G82Y244987	

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

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

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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,

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Head of Department/Plant/Farm/Hatchery

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AVP and above

INTERNAL USE
Effective Date : 30 May 2019