



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To : Information Technology Service Office

From : PKA - KAHANG 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 - KAHANG FARM :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (InkJet)	Printer (LaserJet)
2	4	1	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Montree Prasitsuwan	Desktop	Dell OptiPlex 3070	PKA-KLFM01/ 7MFFRZ2	
2.	SITI HAJAR BINTI MUSA	Desktop	Dell OptiPlex 3070	PKA-KLFM02/ 7M3LRZ2	
3.	Montree Prasitsuwan	Desktop	Dell OptiPlex 3060	PKA-KLFM04/ GJC8X2T	
4.	Montree Prasitsuwan	Laptop	Dell Latitude E6330	PKA-KLNB01/ 7F01TY1	B2020
5.	Montree Prasitsuwan	Printer (Dot Matrix)	Epson LQ-310	PKA-KLFMP2/ R9DY388897	PKA KAHANG
6.	Montree Prasitsuwan	Printer (LaserJet)	HP 2420	KLFMP1/	

			VNH3506216	

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.	Montree Prasitsuwan	Desktop	Dell OptiPlex 790	PKA-KLFM03/2D9K92S	TR2021 - JAN (PCA : 6522118270 & CCA : 652211800) 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

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