



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

ATM-FM07

To : Information Technology Service Office

From : PKA - KUANTAN OFFICE

Date : 10th August 2022

RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

We refer to the above matter. The following is the declaration for PKA - KUANTAN OFFICE :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Projector
15	4	2	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	SITI FADILAH BINTI AHMAD BARKAWI	Desktop	Dell Optiplex 3050	PKA-KTOF07/ 3WJX9P2	New Asset for G55W82S Monitor : CN0YYJR6FCC0081VC7UL Goh Sai Chan Sophos 1
2.	SITI FADILAH BINTI AHMAD BARKAWI	Desktop	Dell Optiplex 3060	PKA-KTOF09/ 7HMDRZ2	
3.	LEE SIEW YIN	Desktop	Dell Optiplex 3080	PKA-KTOF10/ 7NXFTD3	Monitor : DJQZLY2
4.	HAW KAR YONG	Desktop	Dell Optiplex 3090	PKA-KTOF11/ B24GWP3	MONITOR JV24HM3
5.	LEE SIEW CHEN	Laptop	Dell Latitude 3420	PKA- KTOFNB02/	

				2846SG3	
6.	WARY @ LARP A/L CHUM @ NOM	Laptop	Dell Latitude 3420	PKA-KTOFNB03/8KVYLL3	
7.	SITI FADILAH BINTI AHMAD BARKAWI	Printer (Dot Matrix)	Epson LQ-310	CPJ-PRNT01/R9DY017245	

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.	SITI FADILAH BINTI AHMAD BARKAWI	Printer (Dot Matrix)	Epson LQ-310	DotMatrixLQ310_CPJKuantan/R9DY051813	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

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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