



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

ATM-FM07

To : Information Technology Service Office

From : PKA - KUANTAN OS

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 OS :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)
2	3	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	IZZA NAZIHA BINTI MOHAMAD HARIS	Desktop	Dell Optiplex 3080	PKA-KTOS05/ 9PX61D3	
2.	IZZA NAZIHA BINTI MOHAMAD HARIS	Desktop	Dell Optiplex 3090	PKA-KTOS06/ 924GWP3	
3.	IZZA NAZIHA BINTI MOHAMAD HARIS	Printer (Dot Matrix)	Epson LQ-310	PKA-OS KUANTAN/ R9DY388901	pka os kuantan

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.	IZZA NAZIHA BINTI MOHAMAD HARIS	Desktop	Dell OptiPlex 790	PKA-PKOS03/6TR4C2S	TR2021 Send to Kuantan Office

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,

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Head of Department/Plant/Farm/Hatchery

INTERNAL USE
Effective Date : 30 May 2019

*Approval is required for 'Budget Plan 2023'
only. You may ignore this part if not related
Approved by,

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AVP and above