



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

ATM-FM07

**To** : Information Technology Service Office

**From** : PKA - KUANTAN FARM (PK2)

**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 FARM (PK2) :

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

No. Of Staff	Desktop	Printer (LaserJet)
2	1	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	HAZWANI IZZATI BT HAMALUDIN	Desktop	Dell Optiplex 3050	PKA-PK201/ 7HW2LQ2	Monitor Serial number :8NQDYP2
2.	HAZWANI IZZATI BT HAMALUDIN	Printer (LaserJet)	Dell B1265dnf	Dell B1265 PK2/ 2H3L7S1	

#### **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

No.	User	Device	Model	Computer Name/ Serial No.	Remark

##### Additional

No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		

4. Others (		
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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**