



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

ATM-FM07

**To** : Information Technology Service Office

**From** : PKA - KUANTAN FARM (PK3)

**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 (PK3) :

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

No. Of Staff	Desktop	Printer (Dot Matrix)
7	6	3

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	SUZILAWATI BINTI MUHAMMAD ZABIDI	Desktop	Dell Optiplex 9020	PKA-PK304/ FLBDH62	
2.	SUZILAWATI BINTI MUHAMMAD ZABIDI	Desktop	Dell Optiplex 3050	PKA-PK307/ 3V VX9P2	Tech Refresh for : 4BGC52S Sophos 2
3.	ROLIZA BINTI NASIL	Desktop	Dell Optiplex 3040	PKA- RBF RM02/ 86G5YC2	DELL warranty 5 years Use by Nur Aqilah BT Mohd Kharil
4.	MUHAMMAD SHARIL BIN ABDUL RAHMAN	Desktop	Dell Optiplex 3080	PKA-PK309/ 8J40DJ3	
5.	Hafizatul Akma Binti Azman	Desktop	Dell Optiplex 3080	PKA-PK301/ 9GPZ NJ3	

6.	ROLIZA BINTI NASIL	Desktop	Dell Optiplex 3080	PKA-PK310/ BGPZNJ3	
7.	SUZILAWATI BINTI MUHAMMAD ZABIDI	Printer (Dot Matrix)	Epson LQ-310	PKA- PK3PDM03/ R9DY029095	
8.	ROLIZA BINTI NASIL	Printer (Dot Matrix)	Epson LQ-310	PKA- PK3PDM01/ R9DY130911	
9.	SUZILAWATI BINTI MUHAMMAD ZABIDI	Printer (Dot Matrix)	Epson LQ-310	PKA- PK3PDM02/ R9DY068107	Using by Syahrir Radzi Bin Abdul Hamid

### 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 ( )		

Hereby, we clarify the information given is accurate and complete.

Thank you

Yours faithfully,

( )  
**Head of Department/Plant/Farm/Hatchery**

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

( )  
**AVP and above**