



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

ATM-FM07

**To** : Information Technology Service Office

**From** : PKA - SEDILI FARM

**Date** : 11th August 2022

### RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

We refer to the above matter. The following is the declaration for PKA - SEDILI FARM :

#### A. Summary of IT Asset

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

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	NORAIDA BINTI MISLAN	Desktop	Dell Optiplex 3046	PKA-SDFM01/4BK5LG2	
2.	NORAIDA BINTI MISLAN	Desktop	Dell Optiplex 3046	PKA-SDFM02/4BM3LG2	
3.	NORAIDA BINTI MISLAN	Desktop	Dell Optiplex 3070	PKA-SDFM02/HCCLX53	SN Monitor: 1MLLS33
4.	NORAIDA BINTI MISLAN	Printer (Dot Matrix)	Epson LQ-310	EPSONLQ310-02/R9DY387324	

#### 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,

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

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

( )  
**AVP and above**

*INTERNAL USE*  
*Effective Date : 30 May 2019*