



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

ATM-FM07

**To** : Information Technology Service Office

**From** : PKA - SIMPANG RENGGAM FARM

**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 - SIMPANG RENGGAM FARM :

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

No. Of Staff	Desktop	Printer (LaserJet)	Projector
3	1	1	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Muhammad Khairulakmal bin Md Saman	Desktop	Dell Optiplex 3060	PKA-SRFRM01/ 4QP49R2	
2.	Muhammad Khairulakmal bin Md Saman	Printer (LaserJet)	HP Laserjet Pro MFP M227fdn	PKA-SPGPR01/ VNC3X00287	HP LASERJET PRO MFP M227fdn

#### **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**

*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,

( )  
**AVP and above**