To : Information Technology Service Office

From : PKA - GULAM PEDAS 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 - GULAM PEDAS FARM :

A. Summary of IT Asset

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

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Mohd Khobib khaisamah Bin Malek	Desktop	Dell Optiplex 780	PKA-GP01/ DCS692S	TR2021 - FEB (PCA : 6522120001 & CCA : 652212000)
2.	Mohd Khobib khaisamah Bin Malek	Printer (Dot Matrix)	Epson LQ-300+	PKA-GPPD01/ DCAY175717	
3.	Mohd Khobib khaisamah Bin Malek	Printer (LaserJet)	Dell B1265dnf	PKA-GLMPDS_Printer01/ 104L7S1	PKA Gulam pedas

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