

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

ATM-FM07

To : Information Technology Service Office**From** : PKA - KULIM OS**Date** : 9th August 2022**RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023**

We refer to the above matter. The following is the declaration for PKA - KULIM OS :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (LaserJet)
10	7	3	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	KHAIRUL BASHARIAH BINTI ABD RAHIM	Desktop	Dell Optiplex 3090	PKA-KLOS07/D24GWP3	Monitor : JVB4HM3
2.	NORMIMI BINTI ABD SHUKOR	Desktop	Dell Optiplex 3090	PKA-KLOS09/134GWP3	MONITOR : JV54HM3
3.	AHMAD HAIKAL BIN MOHD YUSOFF	Desktop	Dell Optiplex 3090	PKA-KLOS11/H24GWP3	Monitor : JV94HM3
4.	AHMAD FAHMI AIZUDDIN BIN ABDUL MAJID	Desktop	Dell Optiplex 3090	PKA-KLOS12/G24GWP3	Monitor : JV22HM3
5.	BEDIUZZAMAN BIN ROSLI	Desktop	Dell Optiplex 3090	PKA-KLOS08/F24GWP3	Monitor : JV32HM3
6.	MOHAMMAD AIDIL AMIR BIN SOHAIMI	Desktop	Dell Optiplex 3090	PKA-KLOS10/J24GWP3	Monitor : JV33HM3
7.	LEE HSIEN WEN	Desktop	Dell Optiplex 3090	PKA-KLOS13/C24GWP3	
8.	KHAIRUL BASHARIAH BINTI ABD RAHIM	Printer (Dot Matrix)	Epson LQ-310	PKA-PRINTER0S2/R9DY029101	
9.	NORMIMI BINTI ABD SHUKOR	Printer (Dot Matrix)	Epson LQ-310	PKA-KLOSPD01/R9DY461172	
10.	NORMIMI BINTI ABD SHUKOR	Printer (Dot Matrix)	Epson LQ-310	LQ310-OSKULIM/R9DY029114	
11.	NORMIMI BINTI ABD SHUKOR	Printer (LaserJet)	Dell E515DW	OSKULIM DELL/237P132	OS Kulim Kedah IP :10.201.92.191 Printer at BTW Feedmill MIA

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