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

ATM-FM07

To : Information Technology Service Office
From : PKA - SENAWANG FO
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 - SENAWANG FO :

A. Summary of IT Asset

No. Of Staff	Desktop	Monitor	POS Machine	Printer (Dot Matrix)	Printer (Thermal)	Scanner Barcode
1	1	1	1	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Noraina Wahida Bt Abdul Hanif	Desktop	Dell Optiplex 9020	PKASC-3009/ B81JS62	
2.	Noraina Wahida Bt Abdul Hanif	Printer (Thermal)	Wincor TH200i	PKA SWPT-3009/ BYGOO47608	
3.	Noraina Wahida Bt Abdul Hanif	Printer (Dot Matrix)	Epson LQ-310	PKA-EPSONLQ310/ R9DY014951	

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