

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

ATM-FM07

To : Information Technology Service Office
From : PKA - SENAWANG PLANT (HR & ADMINISTRATION)
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 PLANT (HR & ADMINISTRATION) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop
8	4	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	AZHAR BIN IDRIS	Desktop	Dell Optiplex 3050	PKA-SWHRA01/DF18MP2	Monitor : CGJ4LN2 Sophos 1
2.	Mohd Noor Affendi Bin Nordin	Desktop	Dell Optiplex 3050	PKA-SWHRA03/DDW7MP2	Monitor : 1HJ4LN2 Sophos 1
3.	Mohd Noor Affendi Bin Nordin	Desktop	Dell OptiPlex 3060	PKA-SWHR09/JPHZBD2	MIA
4.	Syeedatul Imma Binti Mat Said	Laptop	Dell Latitude E5440	PKA-SWNB14/6JY6YZ1	IRLC01S01

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
1.	Hashturi A/P Vigneswaran	Desktop	Dell OptiPlex 790	PKA-SWHR09/CGZKC2S	B2020 Tech Refresh

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.

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E. Budget Plan For 2023

Manage IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remark
1.	AZHAR BIN IDRIS	Desktop	Dell Optiplex 3050	PKA-SWHRA01/DF18MP2	Monitor : CGJ4LN2 Sophos 1
2.	Mohd Noor Affendi Bin Nordin	Desktop	Dell Optiplex 3050	PKA-SWHRA03/DDW7MP2	Monitor : 1HJ4LN2 Sophos 1

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,

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Head of Department/Plant/Farm/Hatchery
HR & ADMINISTRATION

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AVP and above
HR & ADMINISTRATION