

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

ATM-FM07

**To** : Information Technology Service Office  
**From** : PKA - SENAWANG PLANT ( MARKETING )  
**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 ( MARKETING ) :

**A. Summary of IT Asset**

No. Of Staff	Laptop	Printer (LaserJet)	Scanner
20	2	1	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Tah Moon Hui	Laptop	Dell Latitude 3400	PKA-SWMKTNB02/2H90WZ2	
2.	LAW WAI YEW	Laptop	Dell Latitude 3400	PKA-SWMKTNB01/JG90WZ2	

**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.	Chan Chung Oig	Printer (LaserJet)	HP P2015	HP30/CNN1H09639	Returned - Damaged
2.	Chan Chung Oig		HP ScanJet G2410	SCANJET G2410/SCANJET01	Returned

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**  
**MARKETING**

( )  
**AVP and above**  
**MARKETING**

*INTERNAL USE*  
*Effective Date : 30 May 2019*