



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

ATM-FM07

**To** : Information Technology Service Office

**From** : PKA - SIMPANG RENGAM 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 - SIMPANG RENGAM FARM :

#### **A. Summary of IT Asset**

| No. Of Staff | Desktop | Printer (LaserJet) | Projector |
|--------------|---------|--------------------|-----------|
| 3            | 1       | 1                  | 1         |

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

| No. | User                               | Device             | Model                       | Computer Name/ Serial No. | Remarks                     |
|-----|------------------------------------|--------------------|-----------------------------|---------------------------|-----------------------------|
| 1.  | Muhammad Khairulakmal bin Md Saman | Desktop            | Dell Optiplex 3060          | PKA-SRFRM01/4QP49R2       |                             |
| 2.  | Muhammad Khairulakmal bin Md Saman | Printer (LaserJet) | HP Laserjet Pro MFP M227fdn | PKA-SPGPR01/VNC3X00287    | HP LASERJET PRO MFP M227fdn |
|     |                                    |                    |                             |                           |                             |
|     |                                    |                    |                             |                           |                             |
|     |                                    |                    |                             |                           |                             |

#### **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

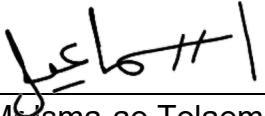
| No. | Device  | Quantity | Purpose |
|-----|---------|----------|---------|
| 1.  | Laptop  |          |         |
| 2.  | Desktop |          |         |

|    |            |  |  |
|----|------------|--|--|
| 3. | Printer    |  |  |
| 4. | Others ( ) |  |  |

Hereby, we clarify the information given is accurate and complete.

Thank you

Yours faithfully,

  
 ( Mr Isma-ae Tolaema )  
**Head of Department/Plant/Farm/Hatchery**

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

\*Approval is required for 'Budget Plan 2023'  
 only. You may ignore this part if not related  
 Approved by,

( )  
**AVP and above**