



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

ATM-FM07

To : Information Technology Service Office

From : PKA - JOHOR OFFICE

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 - JOHOR OFFICE :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)
9	6	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	FAM NYOK MUI	Desktop	Dell OptiPlex 3070	PKA-JHOF03/ HCKX53	SN Monitor: JNLLS33
2.	ROSHAFIZAN BINTI SUYUT	Desktop	Dell Optiplex 3070	PKA-JHOF04/ HC9GX53	SN Monitor: FLLLS33
3.	THEIVANAI A/P SUBRAMANIAM	Desktop	Others	PKA-JHROF10/ DRSCJF3	
4.	SURIYO CHANTAKHET	Laptop	Dell Latitude 5290	PKA-TLNB03/ H5T1QN2	
5.	FAM NYOK MUI	Printer (Dot Matrix)	Epson LQ-300+II	PKA- JHRPRT01/ G82Y226320	

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.	Mohamad Famyrol Bin Ramli	Desktop	Dell OptiPlex 790	PKA-JHOF01/JHMY92S	MIA
2.	Mohamad Famyrol Bin Ramli	Desktop	Dell OptiPlex 790	PKA-JHOF02/B1T4B2S	MIA

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	Remark

			No.	

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,

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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,

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AVP and above

25/08.