



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

ATM-FM07

**To** : Information Technology Service Office

**From** : PKA - BAHAU OFFICE

**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 - BAHAU OFFICE :

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

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (LaserJet)
2	2	2	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	GAN AI HONG	Desktop	Dell Optiplex 3080	PKA-BHOF10/8GPZJ3	750WLH3 Monitor
2.	GAN AI HONG	Desktop	Dell OptiPlex 3070	PKA-BHOF02/7MRHRZ2	Monitor s/t: BTXJRY2 CN-0YYJR6-FCC00-981-DAHB-A05
3.	GAN AI HONG	Printer (Dot Matrix)	Epson LQ-300+	Epson LQ300 BH / DCAY175962	
4.	GAN AI HONG	Printer (Dot Matrix)	Epson LQ-300+II	Epson LQ300 BH 2/ G82Y25202	
5.	GAN AI HONG	Printer (LaserJet)	HP P1006	VNF3811606/	

			VNF3811606	

### 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

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#### 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,

*gan*

( GAN AI HONG 17/08/22 )

**Head of Department/Plant/Farm/Hatchery**

( )

**AVP and above**

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