

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

ATM-FM07

**To** : Information Technology Service Office**From** : PKA - BUKIT RAJA OFFICE**Date** : 24th August 2022**RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023**

We refer to the above matter. The following is the declaration for PKA - BUKIT RAJA OFFICE :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Projector
14	9	2	2	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	TAN YOKE CHOO	Desktop	Dell Optiplex 3060	PKA-KPOF17/ 4QG69R2	Monitor SN: 9BCRQR2 Sophos 1
2.	ENG CHOO NEE	Desktop	Dell Optiplex 3040	PKA-KPOF09/ 5JQ0B92	
3.	CHONG LAY FANG	Desktop	Dell Optiplex 3070	PKA-KPOF13/ 71P1B33	
4.	SIVARANJINI A./P SUPRAMANIAM	Desktop	Dell Optiplex 3070	PKA-KPOF12/ 71PV933	
5.	LEE CHUI PENG	Desktop	Dell Optiplex 3070	PKA-KPOF11/ 71N1B33	
6.	POONITHA A/P POONUVALOO	Desktop	Dell Optiplex 3070	PKA-KPOF10/ 71M2B33	
7.	WI LI KHENG	Desktop	Dell Optiplex 3070	PKA-KPOF15/ 5NFHL83	
8.	ATIKA NAZIHAN BINTI ABU BAKAR	Desktop	Dell Optiplex 3080	PKA-KPOF16/ FPX61D3	
9.	Mohamad Sharizal Bin Rusli	Desktop	Dell Optiplex 3080	PKA-KPOF18/ 6VP1SN3	
10.	Foong Chai Fan	Laptop	Dell Latitude 3400	PKA- PKFONB01/ J65TZZ2	
11.	MUHAMMAD ALIF BIN DAHLAN	Laptop	Dell Latitude 3400	PKA- PKFONB02/ 9GVW863	DELL Latitude 3410 Transfer to Bukit Raja
12.	LEE CHUI PENG	Printer (Dot Matrix)	Epson LQ-310	EPSON-SK01/ R9DY212641	
13.	Poonitha A/P Poonuvaloo	Printer (Dot Matrix)	Epson LQ-310	lq310-epson/ R9DY008151	

**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.
1.	Muhammad Alif Bin Dahlan	Laptop	Dell Latitude 3410	4500190965
2.	Wi Li Kheng	Desktop	Dell Optiplex 3070	4500190965

**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,

( )  
**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

*24/08*