



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

ATM-FM07

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

#### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop
16	5	2

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Maimon Binti Zainudin	Desktop	Dell OptiPlex 790	<del>PKA-SWFP01/ TR2021</del> 2CVHC2S	PKA-SWACC06-DDZ9MP2
2.	Norhayati Binti Abdul Gani	Desktop	Dell Optiplex 3050	PKA-SWFIN03/DF0FMP2	Monitor : BGJ4LN2 Sophos 1
3.	<del>LAU CYYUNE</del> UMMU QANIAH BINTI ROSLAN	Desktop	Dell OptiPlex 3070	PKA-SWFIN06/73HQ643	JKCCB23
4.	WONG LEE FUING	Laptop	Dell Latitude 3420	PKA-SWNB32/1846SG3	
5.	YAU CHWAN YU	Laptop	Dell Latitude 3400	PKA-SWACNB02/JGWVKT2	
6.	NG BEE HOON	LAPTOP	DELL LATITUDE 3400	PKA-SWAPACNB01/FG90WZ2	PKA-SWAPACNB01/FG90WZ2
7.	LAU CYYUNE	DEKSTOP	DELL OPTIPLEX 3170	PKA-SWFIN07/73KJ643	PKA-SWFIN07/73KJ643
8.	LEE SIEW LI	DEKSTOP	DELL OPTIPLEX 3060	PKA-SWFIN10/JPJ19R2	PKA-SWFIN10/JPJ19R2
9.	DHARSHINI A/P ANBALAKAN	DEKSTOP	DELL OPTIPLEX 3050	PKA-SWFIN01/DDZ7MP2	PKA-SWFIN01/DDZ7MP2

#### 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.	Lee Siew Li	Desktop	Dell OptiPlex 790	PKA-SWAC12/5CVHC2S	TECH REFRESH MIA
2.	Maimon Binti Zainudin	Desktop	Dell OptiPlex 780	PKA-SWFIP08/H5X192S	B2020 FAULTY

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
1.	Maimon Binti Zainudin	Desktop	Dell OptiPlex 790	PKA-SWFP04/2CVHC2S	TR2021
2.	Norhayati Binti Abdul Gani	Desktop	Dell Optiplex 3050	PKA-SWFIN03/DF0FMP2	Monitor : BGJ4LN2 Sophos 1

**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,



22/08/22

( NG BEE HOON )

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

*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,



( SAMPAN MASPONG )  
**AVP and above  
FINANCE**