



# ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office  
From : PKA - SENAWANG PLANT ( FOOD PLANNING )  
Date : 19th 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 (FOOD PLANNING) :

Charge to Food Division.

### A. Summary of IT Asset

No. Of Staff	Desktop
1	2

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	SHAHROLZAMAN BIN IDRIS	Desktop	Dell Optiplex 780	PKA-SWFP19/C15H62S	TR2021 - JAN (PCA : 6523102001 & CCA : 652310200) * ALREADY RETURN TO IT
2.	SHAHROLZAMAN BIN IDRIS	Desktop	Dell Optiplex 7010	PKA-SWFP33/3K1XYI	TR2021 - JAN (PCA : 6523101670 & CCA : 652310100) * NOT AVAILABLE
3.	SHAHROLZAMAN BIN IDRIS	Desktop	Dell Optiplex 3090	F4RWXP3	PKA-SWFP15

### 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
1.	SHAHROLZAMAN BIN IDRIS	Desktop	Dell Optiplex 780	PKA-SWFP19/C15H62S	TR2021 - JAN (PCA : 6523102001 & CCA : 652310200) * NOT AVAILABLE

2.	SHAHRULZAMAN BIN IDRIS	Desktop	Dell Optiplex 7010	PKA-SWFP337 3K1XYY1	TR2021 - JAN (PCA : 6523101670 & CCA : 652310100)
					Not AVAILABLE.

**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  
FOOD PLANNING

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  
FOOD PLANNING

**Ms. Kannika Sangthong**  
Vice President  
Food Processing Business