



# ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office  
From : PKA - SENAWANG PLANT ( FPP MAINTENANCE )  
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 ( FPP MAINTENANCE ) :

### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)
7	2 X	1	1

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Hamdee Hengpiya	Laptop	Dell Latitude E5440	PKA-SWNB13/J4Y6YZ1	B2020 ✓

### 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.	Abdullah Sani Bin Abu Hasan	Desktop	Dell OptiPlex 780	PKA-SWMT07/IQQQ62S	TR2021 - JAN (PCA : 6523102049 & CCA : 652310200) returned to IT
2.	Siti Zahraa Binti Ibrahim	Desktop	Dell OptiPlex 780	PKA-SWMT01/BCS692S	TR2021 - JAN (PCA : 6523102078 & CCA : 652310200) returned to IT.

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

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No.	User	Device	Model	Computer Name/ Serial No.	Remark

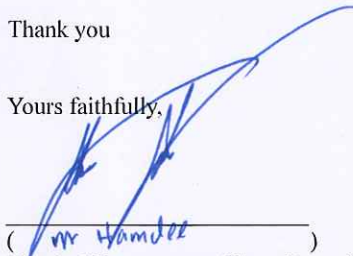
**Additional**

No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		
4.	Others (                      )		

Hereby, we clarify the information given is accurate and complete.

Thank you

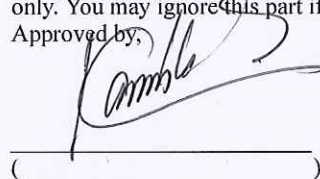
Yours faithfully,



( Mr Hamdee )  
**Head of Department/Plant/Farm/Hatchery**  
 FPP MAINTENANCE

*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**  
 FPP MAINTENANCE

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