



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office

From : PKA - SENAWANG PLANT (FPP WAREHOUSE - PACKAGING STORE)

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 (FPP WAREHOUSE - PACKAGING STORE) :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)
3	3	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	YEE PECK WEY	Desktop	Dell Optiplex 3060 /	PKA-SWAP35/4Q859R2	Sophos 1 ✓
2.	RASHIDAH BINTI HUSSIN	Desktop	Dell Optiplex 7010 3090	PKA-SWAPFPP05/BD1XYY1	TR2021 20M1SN3 ✓
3.	RASHIDAH BINTI HUSSIN - 971 SPM WATI BINTI MOHAMMED SMD	Desktop	Dell Optiplex 780 3090	PKA-SWFPP07/CDFT725	TR2021 60M1SN3 ✓
4.	MUHAMMAD NIZAR BIN JAFFAR	Printer (Dot Matrix)	Epson LQ-2190	PKA-SWFPPD01/MK3Y014267	

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.	RASHIDAH BINTI HUSSIN <i>* Returned to IT</i>	Desktop	Dell Optiplex 7010	PKA-SWAPFPP05/BDIXYY1	TR2021 <i>JAN 22 - CCA 6523102044</i>
2.	RASHIDAH BINTI HUSSIN <i>* Returned to IT</i>	Desktop	Dell Optiplex 780	PKA-SWFPP07/CDFT725	TR2021 <i>JAN 22 - CCA 6523102044</i>

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,

(*Yes Park way*)
Head of Department/Plant/Farm/Hatchery
FPP WAREHOUSE - PACKAGING STORE

*Approval is required for 'Budget Plan 2023' only. You may ignore this part if not related
Approved by,

()
AVP and above
FPP WAREHOUSE - PACKAGING STORE

Ms. Kannika Sangthong
Vice President
Food Processing Business

INTERNAL USE
Effective Date : 30 May 2019