



## ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office  
 From : PKA - SENAWANG PLANT ( FOOD SALES )  
 Date : 17th 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 SALES ) :

#### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)
24	7	1	2

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	LEE YOKE LING	Desktop	Dell OptiPlex 3060	PKA-SWFS08/ JPHN7N2	JJZKKLV2
2.	SITI NOR FATHEHAH JAAFAR SIDEK	Desktop	Dell Optiplex 3090	PKA-SWFS10/ JCM1SN3	
3.	YONG PUI YEE NUVEEN JALLEENA BT ADAM	Desktop	Dell Optiplex 3070	PKA-SWFS01/ 73GL643	JHCCB23 BB3B LV2
4.	CHONG MEI LING	Desktop	Dell Optiplex 3070	PKA-SWFS02/ 73HN643	JHCCB23 JJCCB23
5.	LEE CHAI YOKE	Desktop	Dell Optiplex 3070	PKA-SWFS03/ 73HP643	JHCCB23 7 PKA - SWFS03
6.	EZZE NURFARHANI BINTI RAMLI	Desktop	Dell Optiplex 3060	PKA- SWPK09/ JPJ1H82	BH2KKV2
7.	NG ENG KEAT	Laptop	Dell Latitude 3400	PKA- SWNB06/ 2HWVKT2	
8.	LEE YOKE LING	Printer (Dot Matrix)	Epson LQ-300+II	Epson LQ300/ G82Y293320	7 G82Y293323
9.	LEE CHAI YOKE	Printer (Dot Matrix)	Epson LQ-300	R9DY014954	014954
10.	NURJOHANA BINTI JOHARI	DESKTOP	DELL OPTIPLEX 3070	PKA-SWFS05 - 73JM643	JFLCB23
11.	MASMIN MO ISA	DESKTOP	DELL OPTIPLEX 3070	PKA-SWFS06	73JJ643

#### 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 Yoke Ling	Desktop	Dell OptiPlex 780	PP-SWFM03/ DR7292S	TR2021 - JAN (PCA : 6523101001 & CCA : 652310100) MIA
2.	Yong Pui Yee	Printer (Dot Matrix)	Epson LQ-300+	G82Y293323/ G82Y293323	MIA 7 G82Y237644
3.	EZZE NURFARHANI	Printer Dot Matrix	EPSON LQ 310	R9DY014954	

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

**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 SALES

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,

( WANI ANEE ) P  
 AVP and above  
 FOOD SALES