

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

ATM-FM07

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

A. Summary of IT Asset

No. Of Staff	Laptop	Printer (LaserJet)	Scanner
3	2	0	0

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Tah Moon Hui	Laptop	Dell Latitude 3400	PKA-SWMKTNB02/2H90WZ2	
2.	Law Wai Yew	Laptop	Dell Latitude 3400	PKA- SWMKTNB01/JG90WZ2	
3.	Chan Chung Oig	Desktop	Dell Optiplex 3070	PKA-SWMKT03/73JQ643	
4.	Muhammad Khairul Bin Che Din	Desktop	Dell Optiplex 3090	PKA-SWFM05/3DM1SN3	

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.	Chan Chung Oig	Printer (LaserJet)	HP P2015	HP30/ CNNIH09639	Was returned to IT dept- Damaged
2.	Chan Chung Oig		HP ScanJet G2410	SCANJET G2410/ SCANJET01	Was returned to IT dept on 21/3/18

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,



LAW WAI YEW
 Head of Department/Plant/Farm/Hatchery
 MARKETING
 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,



MS WANTANEE
 AVP and above
 MARKETING