ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To   : Information Technology Service Office
From : AA - KUDAT HATCHERY
Date : 9th August 2022

RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

We refer to the above matter. The following is the declaration for AA - KUDAT HATCHERY :

A. Summary of IT Asset

No. Of Staff	Desktop	Network Switch	Others	Printer (Dot Matrix)
12	5	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	HERNA BAJILA BINTI ABDUL LATIP	Desktop	Dell Optiplex 3050	AA-SPNHAT02/ 6Z7WZL2	
2.	Delfikkah Binti Tungahon	Desktop	Dell Optiplex 3050	AA-KDHT04/ 6Z4TZL2	
3.	Delfikkah Binti Tungahon	Desktop	Dell Optiplex 3050	AA-KDHT01/ 6Z3SZL2	
4.	Trecy Emella Manuel	Desktop	Dell Optiplex 3050	AA-KDHT02/ 6Z2WZL2	
5.	Lliling@Quinnie Chin Nai Thon	Desktop	Dell Optiplex 3050	AA-KDHT03/ 6Z7RZL2	
6.	Trecy Emella Manuel	Printer (Dot Matrix)	Epson LQ-310	EPSON01/ R9DY145598	Reuse for long term

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.	Trecy Emella Manuel		Cisco SG200-26	SG200-26-07/ DNI174205EV	For Lab

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,

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

_____
(   )
Head of Department/Plant/Farm/Hatchery

_____
(   )
AVP and above