ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To : Information Technology Service Office

From : AA - KUCHING OS PLANT

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 - KUCHING OS PLANT :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (LaserJet)
2	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Dayang Shamira Binti Awang Roslan	Desktop	Dell OptiPlex 3060	AA-KCOS01/ H301WV2	
2.	Noor Eviana Binti Matali	Printer (Dot Matrix)	Epson LQ-300+II	AA-KuchingOSDotMatrix01/ G82Y252610	
3.	Noor Eviana Binti Matali	Printer (LaserJet)	HP M1312	Laserjet Pro MFP M130fn / VNC7J01981	Laserjet Pro MFP M130fn

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

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

INTERNAL USE
Effective Date : 30 May 2019