

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

ATM-FM07

To : Information Technology Service Office**From** : AA - SEMPADI FARM**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 - SEMPADI FARM :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (InkJet)	Projector
18	4	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Wong Chung Yu	Desktop	Dell OptiPlex 3060	AA-SMFM01/ H2NZVV2	
2.	Stefance Edberg Anak Daniel	Desktop	Dell OptiPlex 3060	AA-SMFM02/ H2JXVV2	
3.	Hazijah Binti Mat	Desktop	Dell OptiPlex 3060	AA-SMFM03/ H392WV2	
4.	HAZIJAH BINTI MAT	Desktop	Dell OptiPlex 3070	AA-SMFM05/ HCCCX53	
5.	Hazijah Binti Mat	Printer (Dot Matrix)	Epson LQ-310	AA-SMFM01/ R9DY251608	

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.
1.	New	Desktop	Dell Optiplex 3070	4500189825

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