



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To : Information Technology Service Office

From : AA - SEMPORNA 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 - SEMPORNA FARM :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (InkJet)
26	10	2	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	MOHD SHARZLEE BIN SAPRANI	Desktop	Dell Optiplex 3050	AA-SPNFRM15/ FBZT9P2	
2.	LIZA BINTI THOMAS	Desktop	Dell Optiplex 3050	AA-SPNFRM10/ FBTS9P2	
3.	DARMAH BINTI KASMAN	Desktop	Dell Optiplex 3050	AA-SPNFRM12/ FBWR9P2	
4.	NASMAWATI BINTI SAHARUDDIN	Desktop	Dell Optiplex 3050	AA-SPNFRM13/ FBXS9P2	
5.	HASMUNIRA BINTI HASAN	Desktop	Dell Optiplex 3050	AA-SPNFRM11/ FBV0BP2	
6.	SUMARTO BAHARUDDIN	Desktop	Dell Optiplex 3050	AA-SPNFRM14/ FBY0BP2	
7.	SUTTINEE NIYOMDECHA	Desktop	Dell Optiplex 3070	AA-SPNFRM05/ CXPGNX2	Faulty hdd
8.	MOHD ROZAIMAN BIN PETRUS @ ABD HAFIDZ	Desktop	Dell Optiplex 3050	AA-SPNFRM16/ FCO1BP2	
9.	SUTTINEE NIYOMDECHA	Desktop	Dell Optiplex 3080	AA-SPNFRM18/ 44J3NF3	Monitor SN : 8LY6MY2
10.	NATTHAPHONG THONGNUEAKHAENG	Desktop	Dell Optiplex 3080	AA-SPNFRM17/ 54J3NF3	Monitor SN: CLY6MY2
11.	Ramate Ieamrong	Laptop	Dell Latitude 5290	AA-SPNFRMNB03/ 3PODRV2	
12.	NASMAWATI BINTI SAHARUDDIN	Printer (Dot Matrix)	Epson LQ-310	AA-SMFMPRT01/ R9DY003690	

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.	WICHIT NUNUN	Laptop	Dell Latitude 3400	AA-SPNFRMNB04/9XV9403	Return to IT 2 years ago

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,

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Head of Department/Plant/Farm/Hatchery

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AVP and above