

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

ATM-FM07

**To** : Information Technology Service Office**From** : AA - SEMPORNA 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 - SEMPORNA HATCHERY :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (InkJet)	Printer (LaserJet)	Projector
24	13	1	1	1	2	1

**B. Detailed Information Of Active IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	SABTURIANA BT ABBAS	Desktop	Dell Optiplex 3050	AA-SPNHAT10/ 3T9FMP2	
2.	MAISA BINTI ABD WAHID	Desktop	Dell Optiplex 3050	AA-SPNHAT11/ 3T99MP2	
3.	JUMARNI BINTI SALAMA	Desktop	Dell Optiplex 3050	AA-SPNHAT12/ 3TBBMP2	not install cs yet
4.	KARDILA BINTI KAHAR	Desktop	Dell Optiplex 3060	AA-SPNHAT14/ 4Q569R2	
5.	ABIDIN BIN AMBOTUO	Desktop	Dell Optiplex 3050	AA-SPNHAT15/ FBNZ9P2	PC at Semporna Hatchery (Lab) Faulty
6.	SULIANA HUSSIN	Desktop	Dell Optiplex 3050	AA-SPNHAT19/ GJXM6Q2	
7.	IRENE NATASHA BINTI JEFFRI	Desktop	Dell Optiplex 3070	AA-SPNHAT04/ CXT8NX2	
8.	AZHARY BIN AMBOTANG	Desktop	Dell Optiplex 3070	AA-SPNHAT06/ CXSHNX2	
9.	NURHAFIZAH BINTI LATANG	Desktop	Dell Optiplex 3090	AA-SPNHAT17/ 8LDKPQ3	
10.	SITTI AISAH BINTI GIBOL	Desktop	Dell Optiplex 3090	AA-SPNHAT18/ C7CLPP3	
11.	PRINYA PHETPHROMSORN	Desktop	Dell Optiplex 3080	AA-SPNHAT16/ 34J3NF3	Monitor SN :FZ4CVF3
12.	VEERAPONG VIJITPAN	Laptop	Dell Latitude 3490	AA- SPNHATNB02/ FWZRKR2	
13.	SABTURIANA BT ABBAS	Printer (Dot Matrix)	Epson LQ-300+II	AA- SMHTPRT01/ G82Y181017	
14.	MAISA BINTI ABD WAHID	Printer (LaserJet)	Dell B1265dnf	DELL B1265dnf AQUA01/ 1V0L7S1	
15.	JUMARNI BINTI SALAMA	Printer (LaserJet)	HP Laserjet Pro M227fdn MFP	AA- SPNHATPRT01/ VNH3800232	

**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	Remarks
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				Name/ Serial No.	
1.	NURHAFIZAH BINTI LATANG	Desktop	Dell Optiplex 3046	O3046AA-SPNHAT01/1WH91H2	PC cannot turn on TR2022
2.	SITTI AISAH BINTI GIBOL	Desktop	Dell Optiplex 3046	O3046AA-SPNPPT08/1V751H2	sophos 1. TR2022

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