


ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office
From : AA - SEMPORNA PROCESSING 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 - SEMPORNA PROCESSING PLANT :

A. Summary of IT Asset

| No. Of Staff | Desktop | Laptop | Others | Printer (Dot Matrix) |
|--------------|---------|--------|--------|----------------------|
| 17 | 14 | 1 | 2 | 1 |

B. Detailed Information Of Active IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remarks |
|-----|--------------------------------|----------------------|--------------------|----------------------------|--------------------|
| 1. | ABDUL AZIZ BIN NARAYANAN | Desktop | Dell Optiplex 3050 | AA-SPNPPT20/ F9PX9P2 | |
| 2. | MARDZIAH BINTI JAKARIAH | Desktop | Dell Optiplex 3050 | AA-SPNPPT03/ F9SZ9P2 | |
| 3. | SARAN BIN TADING | Desktop | Dell Optiplex 3050 | AA-SPNPPT02/ F9NT9P2 | |
| 4. | JEFRI BIN ABD LAJID | Desktop | Dell Optiplex 3046 | AA-SPNPPT15/ F6L71H2 | |
| 5. | SUAIBA BINTI KURAGA | Desktop | Dell Optiplex 3050 | AA-SPNPPT04/ F9KX9P2 | |
| 6. | SABARIAH BINTI PATAH | Desktop | Dell Optiplex 3050 | AA-SPNPPT24/ F9HX9P2 | PC Running Xportal |
| 7. | MUHAIMIN BIN AB. HARIM | Desktop | Dell Optiplex 3050 | AA-SPNPPT25/ F9R0BP2 | |
| 8. | IHSAN AHMAD BIN HUSSAIN AHMAD | Desktop | Dell Optiplex 3090 | AA-SPNPPT31/ 87CLPP3 | |
| 9. | MASNI BINTI KURAGA | Desktop | Dell Optiplex 3090 | AA-SPNPPT29/ 97CLPP3 | |
| 10. | NORZALIAH BINTI TARAPIDU | Desktop | Dell Optiplex 3090 | AA-SPNPPT28/ B7CLPP3 | |
| 11. | LUKAS LO | Laptop | Dell Latitude 3410 | AA-SPNPPTNB01/ BXV9403 | |
| 12. | AINA ATIQA BINTI MUHAMAD JIFRI | Printer (Dot Matrix) | Epson LQ-300+II | AA-SMTPRT01/ G82Y294571 | |
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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. | Sitti Aisah Binti Gibol | Desktop | Dell OptiPlex 3046 | AA-SPNPPT09/1T091H2 | Faulty |
| 2. | NORZALIAH BINTI TARAPIDU | Desktop | Dell Optiplex 3046 | O3046AA-SPNPPT10/1WDB1H2 | TR2022 |
| 3. | MASNI BINTI KURAGA | Desktop | Dell Optiplex 3046 | O3046AA-SPNPPT11/F5W91H2 | TR2022 |
| 4. | Yanis Binti Abbas | Desktop | Dell Precision T3500 | AA-SPNFGPT01/629RD2S | not use. keep at server room |
| | | | | | |
| | | | | | |
| | | | | | |

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

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AVP and above