

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

ATM-FM07

**To** : Information Technology Service Office**From** : AA - TAWAU FARM 1**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 - TAWAU FARM 1 :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Laptop	Others	Printer (Dot Matrix)	Projector
36	12	2	1	1	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	MUHAMMAD ZAIME BIN BERAHIM	Desktop	Dell Optiplex 3050	AA-TWFRM11/ FBRS9P2	
2.	SUKUR BIN LASUPU	Desktop	Dell Optiplex 3050	AA-TWFRM10/ FBQT9P2	
3.	JAHARINAH BINTI PIUT	Desktop	Dell Optiplex 3046	AA-TWFRM18/ 1V8C1H2	Section E
4.	NOOR SHA AERAWATI BT SALIM	Desktop	Dell Optiplex 3046	AA-TWFRM12/ 1SH51H2	
5.	ASMAH BINTI A. KARIM	Desktop	Dell Optiplex 3090	AA-TWFRM20/ 6LDKPQ3	
6.	THAMMANOON SAENGKAEW	Desktop	Dell Optiplex 3090	AA-TWFRM31/ 29SDPQ3	
7.	JAHARINAH BINTI PIUT	Desktop	Dell Optiplex 3070	AA-TWFRM16/ CXTBNX2	
8.	SITI KHADIJAH BINTI HALIDE	Desktop	Dell Optiplex 3090	AA-TWFRM30/ 7LDKPQ3	Monitor : HWQPZP3
9.	FATWA BINTI MOHD ALI	Desktop	Dell Optiplex 3070	AA-TWFRM14/ HCCFX53	
10.	Sardi Bin Samsuddin	Desktop	Dell Optiplex 3070	AA-TWFRM15/ HCCGX53	
11.	BETSIELLA DOLORIS A PUDOK	Desktop	Dell Optiplex 3070	AA-TWFRM17/ HCBHX53	
12.	Adisorn Kongklai	Laptop	Dell Latitude 3480	AA-TWFRMNB02/ 9WRXRJ2	
13.	JULI ASNI LAMIDE	Laptop	Dell Latitude 3400	AA-TWFRMNB01/ BT03QT2	
14.	MUHAMMAD ZAIME BIN BERAHIM	Printer (Dot Matrix)	Epson LQ-310	EPSON02/ R9DY146300	Reuse for long term

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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.	ASMAH BINTI A. KARIM	Desktop	Dell Optiplex 3046	AA-TWFRM110/1VT91H2	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.
1.	Hendrawatih sabuh binti martin	Desktop	Dell Optiplex 3070	4500189821
2.	Fatwa Binti Mohd Ali	Desktop	Dell Optiplex 3070	4500189821
3.	Betsiella doloris puduk	Desktop	Dell Optiplex 3070	4500189821

**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