



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

ATM-FM07

**To** : Information Technology Service Office

**From** : AA - TAWAU FARM 2

**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 2 :

#### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Network Switch	Others	Printer (Dot Matrix)	Projector
19	7	1	2	1	1	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	JAMILA BINTI LANDU	Desktop	Dell Optiplex 3050	AA-TWFRM27/ 3T68MP2	X PORTAL PC
2.	HAMSIAH BACO	Desktop	Dell Optiplex 3050	AA-TWFRM26/ 3T55MP2	
3.	Preecha Nammaharsuk	Desktop	Dell Optiplex 3050	AA-TWFRM25/ 3TBDMP2	
4.	Kaharuddin Bin Rahim	Desktop	Dell Optiplex 3050	AA-TWFRM24/ FBST9P2	
5.	JUAKIM BIN ALIP	Desktop	Dell Optiplex 3070	AA-TWFRM22/ CXNFX2	
6.	IVY CHRISTINE PUDUK	Desktop	Dell Optiplex 3070	AA-TWFRM21/ CXSFNX2	
7.	HELEN BINTI ANDRIS	Desktop	Dell Optiplex 3070	AA-TWFRM23/ CXR9NX2	
8.	SUWAPHAN SAMA-AE	Laptop	Dell Latitude 3480	AA-TWFRMNB04/ BWRXRJ2	
9.	Kaharuddin Bin Rahim	Printer (Dot Matrix)	Epson LQ-310	EPSON03/ R9DY145613	Reuse for long term

#### 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.

**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*