To : Information Technology Service Office

From : AA - MERSING 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 - MERSING HATCHERY :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)	Projector
8	2	1	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	APIPORN THAIARREE	Desktop	Dell Optiplex 3080	AA-MGHT02/ 1GTZCJ3	
2.	APIPORN THAIARREE	Laptop	Dell Latitude 3420	AA-MGHT01/ 479ZQG3	
3.	APIPORN THAIARREE	Printer (Dot Matrix)	Epson LQ-300+II	AA-MGHTPR01/ G82Y284092	
4.	Noor Shermiy Syahira Binti Pendi	Printer (LaserJet)	Dell 1135n	DellPrtMersing01/ G5VZ3M1	

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.	Noor Shermiy Syahira Binti Pendi	Desktop	Dell Optiplex 7010	AA-DSHT02/ 2RT2ZY1	Faulty

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