

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

ATM-FM07

To : Information Technology Service Office
From : AA - TAWAU PROCESSING PLANT 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 PROCESSING PLANT 2 :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Network Switch	Others	Printer (Dot Matrix)	Printer (LaserJet)	Printer (Thermal)
34	21	7	1	2	2	2	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	ARLINA BINTI PATAWARI	Desktop	Dell Optiplex 3050	AA-SPNPPT22/ F9MW9P2	✓
2.	ABDUL RAZAK BIN MADE AMIN	Desktop	Dell Optiplex 3070	AA-TWPPT-22/ CXTDNX2	✓
3.	WENDY LIAU TSAE FUI	Desktop	Dell Optiplex 3090	AA-TWPPT50/ J8SDPQ3	✓
4.	JUMARNI BINTI HAMSAH	Desktop	Dell Optiplex 3070	AA-SPNPPT27/ CXS8NX2	✓
5.	NURIDAH BINTI BACHO	Desktop	Dell Optiplex 3050	AA-TWPPT33/ FBKT9P2	✓
6.	SURIANAH BINTI YUSUP	Desktop	Dell Optiplex 3050	AA-TWPPT40/ FBBT9P2	✓
7.	ESTRELLA R. GEMINO	Desktop	Dell Optiplex 3050	AA-TWPPT38/ FB4S9P2	✓
8.	NORASHIKIN BIN KUAMAT	Desktop	Dell Optiplex 3050	AA-TWPPT45/ FB7W9P2	✓
9.	NURIDAH BINTI BACHO	Desktop	Dell Optiplex 3050	AA-TWPPT42/ FBGR9P2	Faulty
10.	Suria binti Baddu Habang	Desktop	Dell Optiplex 3050	AA-TWPPT41/ FBDS9P2	✓
11.	GUSRIYANTI BINTI MARSUKI	Desktop	Dell Optiplex 3050	AA-TWPPT36/ FBFW9P2	✓
12.	SITTY WALDA BINTI NULJIM	Desktop	Dell Optiplex 3050	AA-TWPPT37/ FB90BP2	✓
13.	SHAFAZARINA SAKKA	Desktop	Dell Optiplex 3050	AA-TWPPT34/ FBLY9P2	✓
14.	LIM SIEW HOON	Desktop	Dell Optiplex 3050	AA-TWPPT35/ FBMY9P2	✓
15.	JUMIATI BINTI HAMDAN	Desktop	Dell Optiplex 3050	AA-TWPPT31/ FB1T9P2	✓
16.	FAZILA BINTI AMBO	Desktop	Dell Optiplex 3070	AATWPPT04/ 7LMDRZ2	✓
17.	SAMSINAR BINTI TUN	Desktop	Dell Optiplex 3070	AA-TWPPT05/ 7NCJRZ2	✓
18.	ZAENAL BIN WALLANG	Desktop	Dell Optiplex 3070	AA-TWPPT02/ 7MKFRZ2	✓
19.	LU DI WEI DAVY	Desktop	Dell Optiplex 3090	AA-TWPPT53/ 7BRWPQ3	✓
20.	SOHANA BINTI OTHMAN	Desktop	Dell Optiplex 3090	AA-TWPPT51/ F8SDPQ3	✓

21.	CHIN AI LEE	Desktop	Dell Optiplex 3090	AA-TWPPT54/ 19SDPQ3	✓
22.	Marsan Bin Syamsuddin	Printer (Thermal)	Zebra ZT220	AA- TWUPT01/ 08J121801277	ZEBRA PRINTER ✓
23.	Suria binti Baddu Habang	Printer (Thermal)	Zebra ZT220	AA- TWUPT02/ 08J130200119	ZEBRA PRINTER ✓
24.	TONY BIN HASAN	Laptop	Dell Latitude 3490	AA- TWPPNB02/ BZNZ1W2	✓
25.	Thanakorn Pootanasab	Laptop	Dell Latitude 5290	AA- TWPPNB14/ 6YQ6RV2	✓
26.	KAMARIAH BINTI JOTEN	Laptop	Dell Latitude 3400	AA- TWPPNB04/ BNGBHT2	✓
27.	NURLIANA BINTI NURDIN	Laptop	Dell Latitude 3400	AA- TWPPNB03/ DNGBHT2	✓
28.	SULIANO ALFONSO BIN LUGAM	Laptop	Dell Latitude 3400	AA- TWPPNB10/ 534FMW2	✓
29.	NUR AINI BINTI BAHARUDIN	Laptop	Dell Latitude 3410	AA- TWPPNB07/ JVQ9403	✓
30.	CHANG CHUNG YEW	Laptop	Dell Latitude 3410	AA- TWPPNB12/ F2Q9403	✓
31.	SURIANAH BINTI YUSUP	Printer (Dot Matrix)	Epson LQ-310	AA- TWPPTPRT30/ R9DY014969	✓
32.	SULIANO ALFONSO BIN LUGAM	Printer (Dot Matrix)	Epson LQ-2180	TWOFF Epson LQ-2180/ BE9Y181392	✓
33.	YANIS BINTI ABBAS	Printer (LaserJet)	Others	HP Officejet 7110/ CN37B1THPB	✓
34.	ABDUL RAZAK BIN MADE AMIN	Printer (LaserJet)	Dell B1265dnf	AA- TWPPT31/ 472JMY1	✓

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,


 (Chang Chung Yew)
Head of Department/Plant/Farm/Hatchery

*Approval is required for 'Budget Plan 2023' only. You may ignore this part if not related
 Approved by,


 (Kanit Ninhusungsri)
AVP and above

INTERNAL USE
 Effective Date : 30 May 2019