



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

ATM-FM07

**To** : Information Technology Service Office  
**From** : AVM - KOTA BREEDER AND FARM 2  
**Date** : 10th August 2022

### **RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023**

We refer to the above matter. The following is the declaration for AVM - KOTA BREEDER AND FARM 2 :

#### **A. Summary of IT Asset**

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)
3	2	1	1	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	MU SALMI BINTI MANSOR	Desktop	Dell OptiPlex 3060	AVF-KBFM02/ JPHH2K2	KOTA HATCHERY
2.	MU SALMI BINTI MANSOR	Desktop	Dell OptiPlex 3060	AVM-KBFM04/ JPHG862	AVM - Kota breeder and farm 2
3.	CHATPISIT RAKSI	Laptop	Dell Latitude 3480	CPJ-CKNB01/ 4P81PJ2	
4.	MU SALMI BINTI MANSOR	Printer (Dot Matrix)	Epson LQ-300+II	AVM-KBFM2 DOT/ G82Y252085	-Kota Hatchery
5.	MU SALMI BINTI MANSOR	Printer (LaserJet)	HP Laserjet Pro MFP M227fdn	CPJ- LASERJET01/	-Kota Hatchery

			VNH3800238	

### 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

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### 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*