



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To : Information Technology Service Office
From : AVM - KOTA BREEDER AND FARM
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 :

A. Summary of IT Asset

| No. Of Staff | Desktop | Laptop | Printer (Dot Matrix) | Printer (LaserJet) |
|--------------|---------|--------|----------------------|--------------------|
| 10 | 1 | 1 | 1 | 2 |

B. Detailed Information Of Active IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remarks |
|-----|-------------------------------|----------------------|--------------------|----------------------------------|---|
| 1. | MUHAMMAD IZZAM B MOHD JOWAHAR | Desktop | Dell OptiPlex 3060 | AVF-KBFM01/ JPHMLN2 | KOTA FARM |
| 2. | ZAINOL BIN CHIN | Laptop | Dell Latitude 3400 | AVM- KBFMNB03/ HGWVKT2 | User transfer to Kahang Farm -Kota Farm |
| 3. | MUHAMMAD IZZAM B MOHD JOWAHAR | Printer (Dot Matrix) | Epson LQ-2190 | EPSON15/ MK3Y018634 | KOTA FARM |
| 4. | MUHAMMAD IZZAM B MOHD JOWAHAR | Printer (LaserJet) | Dell B1265dnf | DELL B1265- DNF 2/ 151L7S1 | |
| 5. | MUHAMMAD IZZAM B MOHD | Printer (LaserJet) | Dell B1265dnf | Dell B1265dnf/ | KOTA FARM |

| | | | | |
|---------|--|--|---------|--|
| JOWAHAR | | | 90YK7S1 | |
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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 |
|-----|------|--------|-------|---------------------------|---------|
| | | | | | |
| | | | | | |
| | | | | | |

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. |
|-----|------|--------|-------|--------|
| | | | | |
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| | | | | |

New Request

| No. | User | Device | Model | PO No. |
|-----|------|--------|-------|--------|
| | | | | |
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| | | | | |

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