



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office
From : CPJ - SG SIPUT 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 CPJ - SG SIPUT HATCHERY :

A. Summary of IT Asset

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

B. Detailed Information Of Active IT Asset

No. User	Device	Model	Computer Name/ Serial No.	Remarks	
1.	Nurulfahada Bt Mohamad Borhan	Desktop	Dell OptiPlex 3070	CPJ-SPHT02/ CXV7NX2	WELL FUNCTION
2.	Nurulfahada Bt Mohamad Borhan	Desktop	Dell OptiPlex 3070	CPJ-SPHT01/ CXTCNX2	WELL FUNCTION
3.	Nurulfahada Bt Mohamad Borhan	Printer (Dot Matrix)	Epson LQ-310	EPSONLQ310 SIPUT/ R9DY014968	CANNOT PRINT PROPERLY. TEXT AND LINES PRINTED UNEVENLY.

[Signature]
2/9/23

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

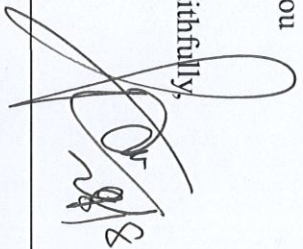
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No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		
4.	Others ()		

Hereby, we clarify the information given is accurate and complete.

Thank you

Yours faithfully,

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Head of Department/Plant/Farm/Hatchery

INTERNAL USE
Effective Date : 30 May 2019

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

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AVP and above