



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office
From : CPJ - SG. SAYONG BREEDER AND 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. SAYONG BREEDER AND HATCHERY :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)	Projector
10	4	1	3	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	ROSIAH BINTI MOHD SAH	Desktop	Dell Optiplex 3050	CPJ-SSBH01/ DF0CMP2	
2.	Zaidatul Akmar Bte Mohamed	Desktop	Dell OptiPlex 3060	CPJ-SSBH03/ GJGS8X2	
3.	Rosiah Binti Mohd Sah	Desktop	Dell OptiPlex 3060	CPJ-SSBH02/ BWXBBW2	8WXBBW2
4.	Zaidatul Akmar Bte Mohamed	Desktop	Dell OptiPlex 790	CPJ-SSBH04/ 9RSWC2S	
5.	MOHD RASID BIN MAT NOR	Laptop	Dell Latitude E5440	CPJ-KTNB01/ J1Z6YZ1	TR2021 - JAN (PCA : 6522118004 & CCA : 652211800) Transfer to sg sayong

6.	ROSIAH BINTI MOHD SAH	Printer (Dot Matrix)	Epson LQ-300+	LQ300+II/ DCAY117945	
7.	Rosiah Binti Mohd Sah	Printer (LaserJet)	Dell B1265dnf	CPJ-SSPRNT01/ 290L7S1	

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.	Zaidatul Akmar Bte Mohamed	Printer (Dot Matrix)	Epson LQ-310	CPJ-SSPRNT02/ R9DY127766	faulty. Beyond repair

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

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No.	User	Device	Model	Computer Name/ Serial No.	Remark


Additional

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

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

Thank you

Yours faithfully,


 (**MOHD RACID BIN MAT NOR**)
EGM
 Head of Department/Plant/Farm/Hatchery

INTERNAL USE
Effective Date : 30 May 2019

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*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