



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.	NUBUL MASA LYANA BINTI YAHYA	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.	NUBUL MASA LYANA BINTI YAHYA	Printer (Dot Matrix)	Epson LQ-2190	EPSON15/ MK3Y018634	KOTA FARM
4.	NUBUL MASA LYANA BINTI YAHYA	Printer (LaserJet)	Dell B1265dnf	DELL B1265- DNF 2/ 151L7S1	
5.	NUBUL MASA LYANA BINTI YAHYA	Printer (LaserJet)	Dell B1265dnf	Dell B1265dnf	KOTA FARM

				90YK7S1	

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

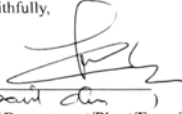
No.	User	Device	Model	Computer Name/ Serial No.	Remark

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