

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

ATM-FM07

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

**A. Summary of IT Asset**

| No. Of Staff | Desktop | Printer (LaserJet) |
|--------------|---------|--------------------|
| 1            | 1       | 1                  |

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

| No. | User                   | Device             | Model             | Computer Name/ Serial No. | Remarks  |
|-----|------------------------|--------------------|-------------------|---------------------------|--|
| 1.  | HAFIZUDIN BIN MO YUSOF | Desktop            | Dell OptiPlex 790 | AVM-TP01/<br>BMFT92S      | TR2021 - JAN (PCA : 696210100 &<br>CCA : 6962101003) |
| 2.  | HAFIZUDIN BIN MO YUSOF | Printer (LaserJet) | Dell B1265dnf     | AVM-TPP01/<br>CMSK7S1     | IP: 10.201.72.100 MIA                                |
|     |                        |                    |                   |                           |  |
|     |                        |                    |                   |                           |  |

**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**

| No. | Device  | Quantity | Purpose |
|-----|---------|----------|---------|
| 1.  | Laptop  |          |         |
| 2.  | Desktop |          |         |
| 3.  | Printer |          |         |

| Additional |            |         |
|------------|------------|---------|
| No.        | Device     | Purpose |
| 1.         | Laptop     |         |
| 2.         | Desktop    |         |
| 3.         | Printer    |         |
| 4.         | Others ( ) |         |

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

Thank you

Yours faithfully,

  
 (  )  
**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,

( \_\_\_\_\_ )  
AVP and above