



IT ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office

From : CPJ - CHENGKAU HATCHERY

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 CPJ - CHENGKAU HATCHERY :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (InkJet)
3	2	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	LOW KING SING	Desktop	Dell OptiPlex 3060	CPJ-CKH01/ JPHL9M2	Serial Number= JPHL9M2 change to suzywany Chengkau Hatchery
2.	LOW KING SING	Desktop	Dell OptiPlex 3060	CPJ-CKH03/ JPHNRK2	Chengkau Hatchery change to suzywany
3.	LOW KING SING	Printer (Dot Matrix)	Epson LQ-300+II	CPJ- CKHPRNT01/ G82Y248715	Chengkau Hatchery

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	
3.	Printer	2	Dell, EPSON
4.	Others (CPU)	2	

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

Thank you

Yours faithfully,

(ISMAIL BIN MOHD JUD)

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,

(MR. PREOCHAWANNO)
AVP and above