



## ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

**To** : Information Technology Service Office  
**From** : SFM - BANDAR PENAWAR PCR LABORATORY  
**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 SFM - BANDAR PENAWAR PCR LABORATORY :

#### A. Summary of IT Asset

No. Of Staff	Desktop	Printer (LaserJet)
1	2	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	MUHAMMAD HAZMI BIN MARZUKIAN	Desktop	Dell Optiplex 3080	SFM-BPPC02/ 11DCYJ3	
2.	MUHAMMAD HAZMI BIN MARZUKIAN	Desktop	Dell Optiplex 3080	SFM-BPPC01/ 21DCYJ3	
3.	MUHAMMAD HAZMI BIN MARZUKIAN	Printer (LaserJet)	HP Laserjet Pro MFP M227fdn	SFM- BPPCPR01/ VNH4301866	

**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.
1	Siti Shadiya Binti Ladeviah	Desktop	Dell Optiplex 3090	

**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,

  
 ( Kumari Jeevha Munibay )  
**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. Wirat Photkiphan. )  
**AVP and above**