

**ASSET DECLARATION & BUDGET SURVEY FORM**

ATM-FM07

To : Information Technology Service Office  
From : SFM - Sitiawan PCR Laboratory  
Date : 21st July 2021

**RE : IT ASSET DECLARATION 2021 & IT BUDGET SURVEY 2022**

We refer to the above matter. The following is the declaration for SFM - Sitiawan PCR Laboratory :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Laptop	Others	Wireless AP
2	1	1	1	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Muhammad Afiq bin Mohamad Roslan	Desktop	Dell OptiPlex 3070	SFM-SWLB01/ DWZ2X63	SN: HYP4463
2.	Nurul Shuhadah Binti Abd Hazim	Laptop	Others	SFM-SWLB01/ H7N5563	

**C. Inactive IT Asset**

The following asset list is not able to trace during IT Preventive Maintenance 2021 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 2021**

Waiting for Vendor/IT Delivery

No.	User	Device	Model	PO No.	Asset ID	New Serial No.

Waiting for Purchase Request

No.	User	Device	Model	IO No.

**E. Budget Plan For 2022**

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

**Additional**

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,

( )  
Head of Department/Plant/Farm/Hatchery

\*Approval is required for 'Budget Plan 2022' only. You may ignore this part if not related  
Approved by,

( )