



## ASSET DECLARATION &amp; BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office  
 From : CPJ - Sg Siput breeder  
 Date : 22nd July 2021

## RE : IT ASSET DECLARATION 2021 &amp; IT BUDGET SURVEY 2022

We refer to the above matter. The following is the declaration for CPJ - Sg Siput breeder :

## A. Summary of IT Asset

No. Of Staff	Desktop	Laptop
3	2	1

## B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Mani A/P Tan Bon Sat	Desktop	Dell Optiplex 3050	CPJ-SP03/ 3VSX9P2	Sophos 2
2.	Mani A/P Tan Bon Sat	Desktop	Dell OptiPlex 3070	CPJ-SP02/ CXVHNX2	Good condition
3.	Suwit A/L Indin Bun	Laptop	Dell Latitude 3400	CPJ-SPBNB01/ 1N5BNT2	Good condition

## 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

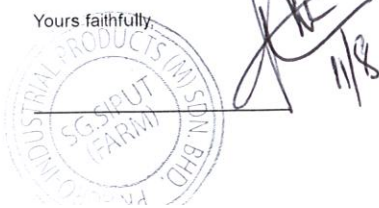
No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		
4.	Others ( )		

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

Thank you

Yours faithfully,

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



7/22/2021

IT Asset Declaration 2021 & Budget Survey 2022

(  
Head of Department/Plant/Farm/Hatchery

(  
AVP and above

INTERNAL USE  
Effective Date : 30 May 2019