



## ASSET DECLARATION &amp; BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office  
 From : CPJ - Sg Siput hatchery  
 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 hatchery :

## A. Summary of IT Asset

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

## B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Nurulfahada Bt Mohamad Borhan	Desktop	Dell OptiPlex 3070	CPJ-SPHT02/ CXV7NX2	/
2.	Nurulfahada Bt Mohamad Borhan	Desktop	Dell OptiPlex 3070	CPJ-SPHT01/ CXTCNX2	/
3.	Nurulfahada Bt Mohamad Borhan	Printer (Dot Matrix)	Epson LQ-310	EPSONLQ310 SIPUT/ R9DY014968	/

## 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