



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office  
From : AA - Sempadi farm  
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 AA - Sempadi farm :

### A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (InkJet)	Projector
17	4	1	1	1

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Wong Chung Yu	Desktop	Dell OptiPlex 3060	AA-SMFM01/ H2NZV2	
2.	Wong Chung Yu	Desktop	Dell OptiPlex 3060	AA-SMFM02/ H2JXV2	STEFAN EDBERG USE IT
3.	Hazijah Binti Mat	Desktop	Dell OptiPlex 3060	AA-SMFM03/ H392WV2	
4.	Hazijah Binti Mat	Desktop	Dell OptiPlex 3070	AA-SMFM05/ HCCX53	
5.	Hazijah Binti Mat	Printer (Dot Matrix)	Epson LQ-310	AA-SMFM01/ R9DY251608	

### 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

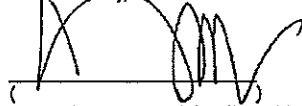
No.	Device	Quantity	Purpose
1.	Laptop	1 unit	For GM use (wong chung yu)
2.	Desktop		
3.	Printer		
4.	Others ( )		

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

Thank you

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

Yours faithfully,

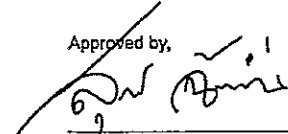


Head of Department/Plant/Farm/Hatchery

INTERNAL USE

Effective Date : 30 May 2019

Approved by,



AVP and above