ASSET DECLARATION & BUDGET SURVEY *FORM*

ATM-FM07

To : Information Technology Service Office
From : AA - Tawau farm 1
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 - Tawau farm 1 :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others	Printer (Dot Matrix)	Projector
33	12	2	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Muhammad Zaime Bin Berahim	Desktop	Dell Optiplex 3050	AA-TWFRM11/ FBRS9P2	✓
2.	Gusriyanti binti Marsuki	Desktop	Dell Optiplex 3050	AA-TWFRM10/ FBQT9P2	✓
3.	Asmah binti A. Karim	Desktop	Dell OptiPlex 3046	AA-TWFRM110/ 1VT91H2	✓
4.	Hendrahwatih Sabuh Binti Martinus	Desktop	Dell OptiPlex 3046	AA-TWFRM18/ 1V8C1H2	✓
5.	Siti Khadijah binti Halide	Desktop	Dell OptiPlex 3046	AA-TWFRM19/ F7F41H2	✓
6.	Sarote Soiwaree	Desktop	Dell OptiPlex 3046	AA-TWFRM12/ 1SH51H2	✓
7.	Gusriyanti binti Marsuki	Desktop	Dell OptiPlex 3046	AA-TWPPT29/ 1W191H2	✓
8.	Thammanoon Saengkaew	Desktop	Dell OptiPlex 3046	AA-TWFRM13/ 1VW71H2	✓
9.	Jaharinah Binti Piut	Desktop	Dell OptiPlex 3070	AA-TWFRM16/ CXTBNX2	✓
10.	Fatwa Binti Mohd Ali	Desktop	Dell OptiPlex 3070	AA-TWFRM14/ HCCFX53	✓
11.	Hendrahwatih Sabuh Binti Martinus	Desktop	Dell OptiPlex 3070	AA-TWFRM15/ HCCGX53	✓
12.	Betsiella Doloris A Pudok	Desktop	Dell OptiPlex 3070	AA-TWFRM17/ HCBHX53	✓
13.	Adisorn Kongklai	Laptop	Dell Latitude 3480	AA-TWFRMNB02/ 9WRXRJ2	✓
14.	Juli Asni Lamide	Laptop	Dell Latitude 3400	AA-TWFRMNB01/ BT03QT2	✓
15.	Muhammad Zaime Bin Berahim	Printer (Dot Matrix)	Epson LQ-310	EPSON02/ R9DY146300	Reuse for long term

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/	Remark

				Serial No.	

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,

(Mr. Adisorn Kongklai)
Head of Department/Plant/Farm/Hatchery

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

Approved by,

(Mr. Ramate Ieamsrong)
AVP and above

INTERNAL USE
Effective Date : 30 May 2019