

**ASSET DECLARATION & BUDGET SURVEY FORM**

ATM-FM07

To : Information Technology Service Office  
From : SFM - Kudat 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 - Kudat PCR Laboratory :

**A. Summary of IT Asset**

No. Of Staff	Desktop
1	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Amalina Fatin Zachary	Desktop	Dell OptiPlex 3060	SFM-KDLB01/ 4NF29R2	

**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
1.	Novianne Jeofery	Desktop	Dell OptiPlex		

**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

INTERNAL USE  
Effective Date : 30 May 2019

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

Approved by,

  
( )  
AVP and above