

# ASSET DECLARATION & BUDGET SURVEY FORM

То : Information Technology Service Office

: AA - Mersing hatchery From 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 - Mersing hatchery :

## A. Summary of IT Asset

I	No. Of Staff	Desktop	Printer (LaserJet)		
I	3	1	1		

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

No.	User	Device		Computer Name/ Serial No.	Remarks
1.	Noor Shermiy Syahira Binti Pendi	Desktop		AA-DSHT02/ 2RT2ZY1	
2.	Noor Shermiy Syahira Binti Pendi	Printer (LaserJet)	1	DellPrtMersing01/ G5VZ3M1	

#### 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	Computer Name/ Serial No.	Remarks

We agreed that all inactive asset will be removed from IT Asset Listing.

D. P	ending	<b>Purchasing</b>	For	2021
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Waiting for Vendor/IT Delivery

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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.	
1.	Noor Shermiy Syahira Binti Pendi	Desktop	Dell OptiPlex 7010	AA-DSHT02/	
				2RT2ZY1	

# Additional

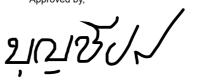
Auu	dultional					
No.	Device	Quantity	Purpose			
1.	Laptop					
2.	Desktop					
3.	Printer					
4.	Others ()					

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



Apipom.

(Head of Department/Plant/Farm/Hatchery

INTERNAL USE Effective Date : 30 May 2019 AVP and above