



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office  
From : AA - Sedili Super MS factory  
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 - Sedili Super MS factory :

### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	PDA	Printer (Dot Matrix)
3	2	1	2	1

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Nur Farhana Binti Zabir	Desktop	Dell OptiPlex 3046	AA-SDMS01/ H9L9HJ2	
2.	Siti Anida Binti Mohammed Yusof	Desktop	Dell OptiPlex 3046	AA-SDMS02/ H9GJHJ2	
3.	Supat Sae-Tan	Laptop	Dell Latitude 3480	AA-SDMSNB01/ F7L74F2	user not in office
4.	Siti Anida Binti Mohammed Yusof	Printer (Dot Matrix)	Epson LQ-310	AA-SDMSPD01/ R9DY234548	SUPER MS FACTORY

### 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,



(Supat Sir-tan)  
Head of Department/Plant/Farm/Hatchery

INTERNAL USE  
Effective Date : 30 May 2019

(\_\_\_\_\_)  
AVP and above