



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : AVM - Labu 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 AVM - Labu laboratory :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (LaserJet)	Projector	PSU
13	6 ✓	1 ✓	2 ✓	1 ✓	1 ✓

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Che Mazlan Bin Che Jaafar	Desktop	Dell OptiPlex 790	AFM-LB04/ 5Z7P92S ✓	Use for ELISA System and Print
2.	Dr. Rosiah Binti Sulaiman	Desktop	Dell OptiPlex 3070	AFM-LB06/ 73CQ643 ✓	
3.	Dr. Siti Khatijah Binti Ali	Desktop	Dell OptiPlex 3070	AFM-LB10/ 73FQ643 ✓	
4.	Ahmad Fadhli Bin Mohd	Desktop	Dell OptiPlex 3070	AFM-LB08/ 73FJ643 ✓	
5.	Norazlina Binti Hj Dahlan	Desktop	Dell OptiPlex 3070	AFM-LB07/ 73DP643 ✓	
6.	Che Mazlan Bin Che Jaafar	Desktop	Dell OptiPlex 3070	AFM-LB09/ 73FM643 ✓	
7.	Che Mazlan Bin Che Jaafar	Printer (Dot Matrix)	Epson LQ-300+II	Epson LQ300+II LB01/ G82Y301614 ✓	
8.	Norazlina Binti Hj Dahlan	Printer (LaserJet)	Dell 1135n	DELL 1135 N/ FFVZ3M1 ✓	
9.	Norazlina Binti Hj Dahlan	Printer (LaserJet)	HP Laserjet Pro M227fdn MFP	AVF- HPLASERJET/ VNH3800233 ✓	

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.	Che Mazlan Bin Che Jaafar	Desktop	Dell OptiPlex 790	AFM-LB04/ 5Z7P92S	Use for ELISA System and Print

Additional

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

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

Thank you

Yours faithfully,

(DR. AHMAD AZAM HAMZAH)
Head of Department/Plant/Farm/Hatchery

INTERNAL USE
Effective Date : 30 May 2019

DR. AHMAD AZAM B. HAMZAH
Animal Health & Technical Services Office
Assistant Vice President

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

Approved by,

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AVP and above