



To : Information Technology Service Office  
From : CPJ - Pedas 2 breeder farm  
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 CPJ - Pedas 2 breeder farm :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (LaserJet)
3	2	3	3

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Thelakam A/P Anandan	Desktop	Dell OptiPlex 3060	CPJ-PDF202/ JPHK6Q2	Changkan office
2.	Thelakam A/P Anandan	Desktop	Dell OptiPlex 3060	CPJ-PDF201/ JPHP9M2	Hantar repair
3.	Thelakam A/P Anandan	Printer (Dot Matrix)	Epson LQ-310	DotMatrixPD01/ R9DY356048	✓(No) serial no
4.	Thelakam A/P Anandan	Printer (LaserJet)	HP Laserjet Pro M227fdn MFP	AVM- LASERJET01/ VNH3800241	✓(No) serial no

**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
1.	Thelakam A/P Anandan	Printer (LaserJet)	Dell B1265dnf	Dell Printer/ J483DQ1	Faulty Bring back to Beranang
2.	Thelakam A/P Anandan	Printer (LaserJet)	Dell E310dw	AQSN73/ 3Z4S132	MIA
3.	Thelakam A/P Anandan	Printer (Dot Matrix)	Epson LQ-300+II	Epson PD2/ G82Y252604	Faulty Sent to beranang "
4.	Thelakam A/P Anandan	Printer (Dot Matrix)	Epson LQ-310	Dot matrix/ R9DY146279	MIA

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,



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