



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office  
From : CPJ - Rantau breeder and 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 - Rantau breeder and farm :

### A. Summary of IT Asset

No. Of Staff	CPU Box	Desktop	Printer (Dot Matrix)	Printer (LaserJet)	Projector
3	1	3	1	1	1

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Nor Aidah Binti Sarraf	Desktop	Dell OptiPlex 3060	CPJ-RTB02/ JPHHH62	
2.	Nor Aidah Binti Sarraf	Desktop	Dell OptiPlex 3060	CPJ-RTB03/ JPHL8F2	
3.	Nor Aidah Binti Sarraf	Desktop	Dell OptiPlex 3060	CPJ-RTB01/ H2F0WV2	Monitor : 7D234T2 (ROSAK)
4.	Nor Aidah Binti Sarraf	Printer (Dot Matrix)	Epson LQ-300	CPJ-RTPRT01/ G82Y105303	

### 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/If 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	1	OLD BROKEN
4.	Others ( )		

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

Thank you



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Head of Department/Plant/Farm/Hatchery  
**INTERNAL USE**  
Effective Date : 30 May 2019



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AVP and above