



To : Information Technology Service Office
 From : CPJ - Tangkak farm BRC1
 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 - Tangkak farm BRC1 :

A. Summary of IT Asset

No. Of Staff	Laptop	Printer (LaserJet)
8	3	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Akkareth Yambubpha	Laptop	Others	CPJ-TK1L01/ 3PNTDP2	User at Tangkak

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.	Isma Ae-Tolaema	Printer (LaserJet)	Dell B1265dnf	PKA- GLM_B1265dnf01/ 2TYK7S1	MIA
2.	Suchat Boonma	Laptop	Dell Latitude 3490	CPJ-TK1FM01/ BRZRKR2	MIA
3.	Muhamad Alif bin Mohamad Zaki	Laptop	Dell Latitude E5440	CPF-BRCNB01/ 6HY6YZ1	TR2021 - FEB (PCA : 6522120001 & SCA : 6622120007) 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,

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

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Head of Department/Plant Farm Hatchery

INTERNAL USE
Effective Date 30 May 2019

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AVP and above