



ATM-FM07

To : Information Technology Service Office
From : CPJ - Yong Peng farm BRC2
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 - Yong Peng farm BRC2 :

A. Summary of IT Asset

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

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Mohd Nazmi Bin Kamarudin	Desktop	Dell OptiPlex 3070	CPJ-BRC01/ HCBFX53	Monitor : CNLLS33
2.	Mohd Nazmi Bin Kamarudin	Desktop	Dell OptiPlex 3060	CPJ-YPBRC201/ JK4Y8X2	

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.	Mohd Nazmi Bin Kamarudin	Printer (Dot Matrix)	Epson LQ-310	CPJ-BRC/ R9DY029108	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

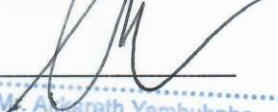
Additional

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,


Mr. Anwaroth Yambubpha

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

(
Head of Department/Plant/Farm/Hatchery

(
AVP and above

INTERNAL USE
Effective Date : 30 May 2019