**To** : Information Technology Service Office

**From** : AA - Semporna hatchery

**Date** : 26th July 2021

## RE : IT ASSET DECLARATION 2021 & IT BUDGET SURVEY 2022

We refer to the above matter. The following is the declaration for AA - Semporna hatchery :

### A. Summary of IT Asset

| No. Of Staff | Desktop | Laptop | Printer (Dot Matrix) | Printer (InkJet) | Printer (LaserJet) | Projector |
|---|---|---|---|---|---|---|
| 22 | 11 | 1 | 1 | 1 | 1 | 1 |

### B. Detailed Information Of Active IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remarks |
|---|---|---|---|---|---|
| 1. | Nurhafizah binti Latang | Desktop | Dell OptiPlex 3046 | AA-SPNHAT01/ 1WH91H2 | PC cannot turn on |
| 2. | Sabturiana Binti Abbas | Desktop | Dell Optiplex 3050 | AA-SPNHAT10/ 3T9FMP2 | |
| 3. | Maisa Binti Abd Wahid | Desktop | Dell Optiplex 3050 | AA-SPNHAT11/ 3T99MP2 | |
| 4. | Jumarni Binti Salama | Desktop | Dell Optiplex 3050 | AA-SPNHAT12/ 3TBBMP2 | |
| 5. | Kardila Binti Kahar | Desktop | Dell OptiPlex 3060 | AA-SPNHAT14/ 4Q569R2 | |
| 6. | Maisa Binti Abd Wahid | Desktop | Dell Optiplex 3050 | AA-SPNHAT02/ 6Z7WZL2 | Sophos 1. This PC with Herna at Semporna Hatchery |
| 7. | Jumarni Binti Salama | Desktop | Dell Optiplex 3050 | AA-SPNHAT15/ FBNZ9P2 | PC at Semporna Hatchery (Lab) |
| 8. | Suliana Hussin | Desktop | Dell Optiplex 3050 | AA-SPNHAT13/ GJXM6Q2 | |
| 9. | Irene Natasha Binti Jeffri | Desktop | Dell OptiPlex 3070 | AA-SPNHAT04/ CXT8NX2 | |
| 10. | Azhary bin Ambotang | Desktop | Dell OptiPlex 3070 | AA-SPNHAT06/ CXSHNX2 | |
| 11. | Ernne Binti Basir | Desktop | Dell OptiPlex 3070 | AA-SPNHAT03./ CXQDNX2 | |
| 12. | Veerapong Vijitpan | Laptop | Dell Latitude 3490 | AA-SPNHATNB01/ FWZRKR2 | |
| 13. | Sabturiana Binti Abbas | Printer (Dot Matrix) | Epson LQ-300+II | AA-SMHTPRT01/ G82Y181017 | |
| 14. | Maisa Binti Abd Wahid | Printer (LaserJet) | Dell B1265dnf | DELL B1265dnf AQUA01/ 1V0L7S1 | |
| | | | | | |
| | | | | | |
| | | | | | |

### 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 |
|---|---|---|---|---|---|
| | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

**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,

_____
(                     )

**Head of Department/Plant/Farm/Hatchery**

_____
(                     )

**AVP and above**

*INTERNAL USE*
*Effective Date : 30 May 2019*