



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office  
From : AA - Masai OS shrimp plant  
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 AA - Masai OS shrimp plant :

### A. Summary of IT Asset

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

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Mohamad Faridudin Bin Nazarudin	Desktop	Dell OptiPlex 790	AA-OSMASAI01 / 5NWR92S	TR2021 - FEB (PCA : 559710600 & CCA : 5597106008)
2.	Mohamad Faridudin Bin Nazarudin	Desktop	Dell OptiPlex 7010	AA-OSMAS03/ BF2XYY1	TR2021 - FEB (PCA : 559710600 & CCA : 5597106008)
3.	Heah Eam Kim	Printer (LaserJet)	Others	PKA-OSM/ VNC3X00289	HP LASERJET PRO MFP M227fdn
4.	Mohamad Faridudin Bin Nazarudin	Printer (LaserJet)	HP Laserjet Pro M227fdn MFP	AA - MASAI001/ VNH6C00422	

### 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.	Mohamad Faridudin Bin Nazarudin	Printer (Dot Matrix)	Epson LQ-310	AA-OSMASPR01/ R9DY037407	OS Masai

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.
1.	Mohamad Faridudin Bin Nazarudin	Desktop	Dell OptiPlex 790	4500212833	1021486	2RXFTD3, 1W0DB93
2.	Mohamad Faridudin Bin Nazarudin	Desktop	Dell OptiPlex 7010	4500212833	1021485	1RXFTD3, 1VZDB93

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

( \_\_\_\_\_ )  
**AVP and above**