



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : AA - Sedili Super MS factory

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 - Sedili Super MS factory :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	PDA	Printer (Dot Matrix)
3	2	1	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Nur Farhana Binti Zabir	Desktop	Dell OptiPlex 3046	AA-SDMS01/ H9L9HJ2	
2.	Siti Anida Binti Mohammed Yusof	Desktop	Dell OptiPlex 3046	AA-SDMS02/ H9GJHJ2	
3.	Supat Sae-Tan	Laptop	Dell Latitude 3480	AA-SDMSNB01/ F7L74F2	user not in office
4.	Siti Anida Binti Mohammed Yusof	Printer (Dot Matrix)	Epson LQ-310	AA-SDMSPD01/ R9DY234548	SUPER MS FACTORY

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
INTERNAL USE
Effective Date : 30 May 2019

(
AVP and above
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