



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : AA - Sempadi farm

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 - Sempadi farm :

### A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (InkJet)	Projector
17	4	1	1	1

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Wong Chung Yu	Desktop	Dell OptiPlex 3060	AA-SMFM01/ H2NZVV2	
2.	Wong Chung Yu	Desktop	Dell OptiPlex 3060	AA-SMFM02/ H2JXVV2	STEFAN EDBERG USE IT
3.	Hazijah Binti Mat	Desktop	Dell OptiPlex 3060	AA-SMFM03/ H392VV2	
4.	Hazijah Binti Mat	Desktop	Dell OptiPlex 3070	AA-SMFM05/ HCCX53	
5.	Hazijah Binti Mat	Printer (Dot Matrix)	Epson LQ-310	AA-SMFM01/ R9DY251608	

### 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

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

Yours faithfully,

Approved by,

(  
**Head of Department/Plant/Farm/Hatchery**  
**INTERNAL USE**  
*Effective Date : 30 May 2019*

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**AVP and above**