



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : AA - Semporna 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 - Semporna farm :

### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (InkJet)
21	7	2	1	1

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Mohd Sharzlee Bin Sapran	Desktop	Dell Optiplex 3050	AA-SPNFRM15/ FBZT9P2	
2.	Liza Binti Thomas	Desktop	Dell Optiplex 3050	AA-SPNFRM10/ FBTS9P2	
3.	Darmiah Binti Kasman	Desktop	Dell Optiplex 3050	AA-SPNFRM12/ FBWR9P2	
4.	Nasmawati Binti Saharuddin	Desktop	Dell Optiplex 3050	AA-SPNFRM13/ FBXS9P2	
5.	Hasmunira Binti Hasan	Desktop	Dell Optiplex 3050	AA-SPNFRM11/ FBV0BP2	
6.	Sumarto Baharuddin	Desktop	Dell Optiplex 3050	AA-SPNFRM14/ FBY0BP2	
7.	Suttinee Niyomdech	Desktop	Dell OptiPlex 3070	AA-SPNFRM05/ CXPGNX2	
8.	Ramate leamsrong	Laptop	Dell Latitude 5290	AA- SPNFRMNB03/ 3PODRV2	
9.	Wichit Nunun	Laptop	Dell Latitude 3400	AA- SPNFRMNB04/ 9XV9403	
10.	Nasmawati Binti Saharuddin	Printer (Dot Matrix)	Epson LQ-310	AA-SMFMPRT01/ R9DY003690	

### 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
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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,

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

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**AVP and above**

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