



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : AA - Tawau farm 2

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 - Tawau farm 2 :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Network Switch	Others	Printer (Dot Matrix)	Projector
21	7	1	2	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Jamila binti Landu	Desktop	Dell Optiplex 3050	AA-TWFRM27/ 3T68MP2	
2.	Hamsiah Baco	Desktop	Dell Optiplex 3050	AA-TWFRM26/ 3T55MP2	
3.	Natthaphong Thongnueakhaeng	Desktop	Dell Optiplex 3050	AA-TWFRM25/ 3TBDMP2	
4.	Kaharuddin Bin Rahim	Desktop	Dell Optiplex 3050	AA-TWFRM24/ FBST9P2	
5.	Juakim Bin Alip	Desktop	Dell OptiPlex 3070	AA-TWFRM22/ CXNFX2	
6.	Ivy Christine Puduk	Desktop	Dell OptiPlex 3070	AA-TWFRM21/ CXSFNX2	
7.	Helen Binti Andris	Desktop	Dell OptiPlex 3070	AA-TWFRM23/ CXR9NXZ	
8.	Suwaphan Sama-Ae	Laptop	Dell Latitude 3480	AA-TWUNB04/ BWRXRJ2	sophos 1. User already take it (laptop, bag, adaptor)
9.	Kaharuddin Bin Rahim	Printer (Dot Matrix)	Epson LQ-310	EPSON03/ R9DY145613	Reuse for long term

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,

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Head of Department/Plant/Farm/Hatchery

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AVP and above

INTERNAL USE
Effective Date : 30 May 2019