



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : AVM - Kota breeder and 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 AVM - Kota breeder and farm :

### A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)
11	3	1	4	3

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Rasidah Binti Mohd Isa	Desktop	Dell OptiPlex 3060	AVF-KBFM01/ JPHMLN2	
2.	Rasidah Binti Mohd Isa	Desktop	Dell OptiPlex 3060	AVF-KBFM02/ JPHH2K2	
3.	Suzywany Binti Mohmad	Desktop	Dell OptiPlex 3060	AVM-KBFM03/ JPHG862	
4.	Zainol Bin Chin	Laptop	Dell Latitude 3400	AVM-KTFMNB03/ HGWWKT2	User not in office
5.	Rasidah Binti Mohd Isa	Printer (Dot Matrix)	Epson LQ-2190	EPSON15/ MK3Y018634	
6.	Suzywany Binti Mohmad	Printer (Dot Matrix)	Epson LQ-300+II	LQ-300+11/ G82Y252085	Loaned by Mr.Loi from PKA-Senawang
7.	Suzywany Binti Mohmad	Printer (LaserJet)	Dell 1135n	dellkota1135n/ 66VZ3M1	
8.	Rasidah Binti Mohd Isa	Printer (LaserJet)	Dell B1265dnf	Dell B1265dnf/ 90YK7S1	
9.	Suzywany Binti Mohmad	Printer (LaserJet)	HP Laserjet Pro M227fdn MFP	CPJ-LASETJET01/ VNH3800238	

### 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.	Rasidah Binti Mohd Isa	Printer (Dot Matrix)	Epson LQ-2190	EPSON17/ EPSON17	ribbon problem
2.	Siti Maryam Binti Md Isa	Printer (Dot Matrix)	Epson LQ-310	LQ310-KOTA HATCH/ R9DY003878	Printer have been faulty. Sent to PKA-Senawang (MIA)

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