



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : AVM - Tampin 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 - Tampin breeder and farm :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (LaserJet)
1	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Nurul Maya Liyana Binti Yahya	Desktop	Dell OptiPlex 790	AVM-TP01/ BMFT92S	TR2021 - JAN (PCA : 696210100 & CCA : 6962101003)
2.	Preecha Kwannoo	Laptop	Dell Latitude 3400	AVM- KTFRMNB01/ HM5BNT2	User not in AVM Kota
3.	Nurul Maya Liyana Binti Yahya	Printer (LaserJet)	Dell B1265dnf	AVM-TPP01/ CMSK7S1	IP: 10.201.72.100

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
1.	Nurul Maya Liyana Binti Yahya	Desktop	Dell OptiPlex 790	AVM-TP01/ BMFT92S	TR2021 - JAN (PCA : 696210100 & CCA : 6962101003)

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

(_____)
AVP and above

INTERNAL USE
Effective Date : 30 May 2019