



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
From : CPJ - Pedas 2 breeder 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 CPJ - Pedas 2 breeder farm :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (LaserJet)
3	2	3	3

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Thelakam A/P Anandan	Desktop	Dell OptiPlex 3060	CPJ-PDF202/ JPHK6Q2	
2.	Thelakam A/P Anandan	Desktop	Dell OptiPlex 3060	CPJ-PDF201/ JPHP9M2	
3.	Thelakam A/P Anandan	Printer (Dot Matrix)	Epson LQ-310	DotMatrixPD01/ R9DY356048	
4.	Thelakam A/P Anandan	Printer (LaserJet)	HP Laserjet Pro M227fdn MFP	AVM- LASERJET01/ VNH3800241	

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.	Thelakam A/P Anandan	Printer (LaserJet)	Dell B1265dnf	Dell Printer/ J483DQ1	Faulty Bring back to Beranang
2.	Thelakam A/P Anandan	Printer (LaserJet)	Dell E310dw	AQSN03/ 3Z4S132	MIA
3.	Thelakam A/P Anandan	Printer (Dot Matrix)	Epson LQ-300+II	Epson PD2/ G82Y252604	Faulty Sent to beranang "
4.	Thelakam A/P Anandan	Printer (Dot Matrix)	Epson LQ-310	Dot matrix/ R9DY146279	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

(_____)
AVP and above

INTERNAL USE
Effective Date : 30 May 2019