



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
From : CPJ - Sg. Sayong breeder and hatchery
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 - Sg. Sayong breeder and hatchery :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (LaserJet)	Projector
10	4	3	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Rosiah Binti Mohd Sah	Desktop	Dell Optiplex 3050	CPJ-SSBH01/ DF0CMP2	
2.	Zaidatul Akmar Bte Mohamed	Desktop	Dell OptiPlex 3060	CPJ-SSBH03/ GJGS8X2	faulty. bring back to repair.
3.	Rosiah Binti Mohd Sah	Desktop	Dell OptiPlex 3060	CPJ-SSBH02/ BWXBW2	8WXBW2
4.	Zaidatul Akmar Bte Mohamed	Desktop	Dell OptiPlex 3060	CPJ-SSBH04/ 9RSWC2S	
5.	Rosiah Binti Mohd Sah	Printer (Dot Matrix)	Epson LQ-300+	LQ300+II/ DCAY117945	Loan VRC
6.	Zaidatul Akmar Bte Mohamed	Printer (Dot Matrix)	Epson LQ-310	CPJ-SSPRNT02/ R9DY127766	faulty. bring back to repair
7.	Rosiah Binti Mohd Sah	Printer (LaserJet)	Dell B1265dnf	CPJ-SSPRNT01/ 290L7S1	

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,

(
Head of Department/Plant/Farm/Hatchery

(
AVP and above

INTERNAL USE
Effective Date : 30 May 2019