



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : CPJ - Tangkak farm BRC1

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 - Tangkak farm BRC1 :

### A. Summary of IT Asset

No. Of Staff	Laptop	Printer (LaserJet)
8	3	1

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Akkareth Yambubpha	Laptop	Others	CPJ-TK1L01/ 3PNTDP2	User at Tangkak

### 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.	Isma Ae-Tolaema	Printer (LaserJet)	Dell B1265dnf	PKA- GLM_B1265dnf01/ 2TYK7S1	MIA
2.	Suchat Boonma	Laptop	Dell Latitude 3490	CPJ-TK1FM01/ BRZRKR2	MIA
3.	Muhamad Alif bin Mohamad Zaki	Laptop	Dell Latitude E5440	CPF-BRCNB01/ 6HY6YZ1	TR2021 - FEB (PCA : 6522120001 & CCA : 652212000)

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*