



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : CPJ - Tangkak farm BRC4

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 BRC4 :

A. Summary of IT Asset

| No. Of Staff | Desktop | Printer (Dot Matrix) | Printer (LaserJet) |
|--------------|---------|----------------------|--------------------|
| 3 | 4 | 2 | 4 |

B. Detailed Information Of Active IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remarks |
|-----|-----------------------------------|----------------------|--------------------------------|-----------------------------------|---|
| 1. | Khairul Al Hafizul Bin Abdul Hadi | Desktop | Dell OptiPlex 7010 | CPJ-TGBRC101/ 7XN7F2S | TR2021 - FEB (PCA : 652212300 & CCA : 6522123001) |
| 2. | Mohd Siraz Bin Mohd Shukri | Desktop | Dell OptiPlex 7010 | CPJ-TGBRC4-03/ 6BW46Z1 | TR2021 - JAN (PCA : 6522123001 & CCA : 652212300) |
| 3. | Mohd Siraz Bin Mohd Shukri | Desktop | Dell Optiplex 3050 | CPJ-TK2FM01/ DDW9MP2 | |
| 4. | Mohd Siraz Bin Mohd Shukri | Desktop | Dell OptiPlex 3060 | CPJ-TK2FM02/ 8V280T2 | |
| 5. | Mohd Siraz Bin Mohd Shukri | Printer (Dot Matrix) | Epson LQ-310 | CPJ-BRCPR04/ R9DY029115 | |
| 6. | Mohd Siraz Bin Mohd Shukri | Printer (Dot Matrix) | Epson LQ-310 | CPJ-BRC4PR02/ R9DY029117 | Sent to Klang |
| 7. | Khairul Al Hafizul Bin Abdul Hadi | Printer (LaserJet) | HP Laserjet Pro MFP M227fdn | PKA-BRC02/ VNH3801246 | AT PK1 |
| 8. | Mohd Siraz Bin Mohd Shukri | Printer (LaserJet) | HP Laserjet Pro MFP M227fdn | CPJ- LASERJET03/ VNH3801152 | |
| 9. | Mohd Siraz Bin Mohd Shukri | Printer (LaserJet) | HP Laserjet Pro M227fdn MFP | AIO HP-BRC4/ VNH3800835 | BRC4 |
| 10. | Mohd Siraz Bin Mohd Shukri | Printer (LaserJet) | HP Laserjet Pro MFP M227fdn | CPJ- LASERJET04/ VNH3801199 | at BRC6 |
| | | | | | |
| | | | | | |
| | | | | | |

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. |
|-----|-----------------------------------|---------|--------------------|------------|----------|---------------------|
| 1. | Khairul Al Hafizul Bin Abdul Hadi | Desktop | Dell OptiPlex 7010 | 4500212840 | 1009748 | 6NXFTD3, JGQZLY2 |
| 2. | Mohd Siraz Bin Mohd Shukri | Desktop | Dell OptiPlex 7010 | 4500212840 | 1009747 | FNXFTD3, 3KQZLY2 |
| | | | | | | |

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 | 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