



# ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office

From : THF - Ulu Tiram 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 THF - Ulu Tiram farm :

### A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Projector
8	3	1	1

### B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Hazidah binti Mohamed Yusof	Desktop	Dell OptiPlex 3060	THF-UT01/ 8TQB0T2	Brought back due to faulty and under warranty
2.	Hazidah binti Mohamed Yusof	Desktop	Dell OptiPlex 3060	THF-UT02/ 8RW60T2	
3.	Hazidah binti Mohamed Yusof	Printer (Dot Matrix)	Epson LQ-310	THF-DotMatrix310/ R9DY054120	

### 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.	Hazidah binti Mohamed Yusof	Desktop	Dell OptiPlex 790	CPJ-UT02/ 6DHD92S	TR2021 - FEB (PCA : 6522120002 & CCA : 652212000) Faulty

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**  
**INTERNAL USE**  
*Effective Date : 30 May 2019*

( \_\_\_\_\_ )  
**AVP and above**