



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
 From : SFM - Beranang factory (Central Procurement)
 Date : 22nd July 2021

RE : IT ASSET DECLARATION 2021 & IT BUDGET SURVEY 2022

We refer to the above matter. The following is the declaration for SFM - Beranang factory (Central Procurement) :

A. Summary of IT Asset

| No. Of Staff | Desktop | Laptop | Printer (Dot Matrix) | Printer (LaserJet) |
|--------------|---------|--------|----------------------|--------------------|
| 12 | 1 | 1 | 1 | 1 |

B. Detailed Information Of Active IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remarks |
|-----|---------------------|--------------------|--------------------|------------------------------|----------|
| 1. | Gopinath a/l Kannan | Desktop | Dell OptiPlex 3046 | SFM-BRPC01/ F2W2TF2 | Sophos 1 |
| 2. | Lee Poh Wah | Laptop | Dell Latitude 3400 | SFM-BRACC01/ 7G90WZ2 | |
| 3. | Lee Poh Wah | Printer (LaserJet) | Dell 1133 | 8MS4WL1/ 8MS4WL1 | |
| | | | | | |
| | | | | | |
| | | | | | |

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. | Gopinath a/l Kannan | Printer (Dot Matrix) | Epson LQ-310 | SFM-MNPRT01/ R9DY049192 | NOT UTILIZED |
| | | | | | |
| | | | | | |
| | | | | | |

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,

7/22/2021

IT Asset Declaration 2021 & Budget Survey 2022



Head of Department/Plant/Farm/Hatchery
Central Procurement

INTERNAL USE

Effective Date : 30 May 2019

(_____)

AVP and above
Central Procurement