



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
 From : SFM - Beranang factory (Productivity Development)
 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 (Productivity Development) :

A. Summary of IT Asset

No. Of Staff	Laptop	Printer (LaserJet)	Projector
1	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Shamimudeen bin Mohamed Yasin	Laptop	Dell Latitude 3490	SFM-BRFTNB06/ CR6B1W2	User not in the office

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.	Shamimudeen bin Mohamed Yasin	Printer (LaserJet)	HP P2015	CNC1H41708/ CNC1H41708	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,

(Mr. Yuthagong)
 Head of Department/Plant/Farm/Hatchery

*Approval is required for 'Budget Plan 2022' only. You may ignore
 this part if not related
 Approved by,

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