



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
 From : SFM - Beranang factory (Engineering)
 Date : 5th August 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 (Engineering) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (InkJet)	Printer (LaserJet)	Projector
46	2	4	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Norhaida binti Mohd Jamil	Desktop	Dell Optiplex 3050	SFM-BRFT02/ 9ZL09R2	sophos 2
2.	Mohd Khairul Izzat bin Mohd Nor	Desktop	Dell Optiplex 3080	SFM-BRPD05/ BNXFTD3	
3.	Nattawut Chuakul	Laptop	Dell Latitude E6330	SFM- BRENGNB03/ GW3NTY1	User not in office
4.	Fatin Farhana Binti Mohd Zamrie	Laptop	Dell Latitude 3490	SFM-BRFTNB05/ 2GDB1W2	
5.	Mohd Saiful Wazir bin Mohd Yunus	Laptop	Dell Latitude 3400	SFM- BRENGNB04/ 9G90WZ2	
6.	Mohd Khairul Izzat bin Mohd Nor	Laptop	Dell Latitude 3400	SFM- BRENGNB02/ CG90WZ2	
7.	Mohd Khairul Izzat bin Mohd Nor	Printer (LaserJet)	HP OFFICEJET PRO 7720 AIO	CN83825072/ CN83825072	
8.	Nur Adlina	Desktop	Dell Optiplex 3050	SFM-BRENG01 / 4444TK2	

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.

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		

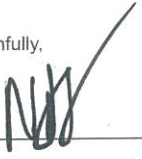
8/5/2021

IT Asset Declaration 2021 & Budget Survey 2022

Hereby, we clarify the information given is accurate and complete.

Thank you

Yours faithfully,



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Head of Department/Plant/Farm/Hatchery
Engineering

INTERNAL USE
Effective Date : 30 May 2019

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

Approved by,

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AVP and above
Engineering