ASSET DECLARATION & BUDGET SURVEY **FORM**

ATM-FM07

To : Information Technology Service Office
From : SFM - Beranang factory (Feed Technology)
Date : 23rd 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 (Feed Technology) :

A. Summary of IT Asset

No. Of Staff	Laptop
9	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Nik Mohd Rahimie Bin Nik Soh	Laptop	Others	SFM-BRFTNB08/ 9SN5563	Dell LT 3410

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		
2.	Desktop		
3.	Printer		
4.	Others ( )		

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

Thank you

Yours faithfully,

(_____)
Head of Department/Plant/Farm/Hatchery
Feed Technology

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

(_____)
AVP and above
Feed Technology