



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
 From : SFM - Beranang factory (Front Sales Office)
 Date : 19th 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 (Front Sales Office) :

A. Summary of IT Asset

No. Of Staff	Desktop	Others	Printer (Dot Matrix)	Printer (LaserJet)	Scanner Barcode
8	5	1	4	1	3

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1	Khairun Syazreen binti Ismail	Desktop	Dell OptiPlex 3046	SFM-BRFS01/ FQ0ZSF2	sophos 1
2	Deivaraani A/P Paramasivam	Desktop	Dell OptiPlex 3046	SFM-BRFS02/ F2R2TF2	sophos 1
3	Rajazvani a/p Balasundaram	Desktop	Dell OptiPlex 3046	SFM-BRFS03/ F2Q2TF2	sophos 1
4	Mohd Khairul Aimi bin A.Rahman	Desktop	Dell OptiPlex 3046	SFM-BRRP02/ F2M2SF2	sophos 1
5	Kavithah a/p Kuppusamy	Desktop	Dell OptiPlex 3046	SFM-BRSP01/ FQ1ZSF2	sophos 1
6	Deivaraani A/P Paramasivam	Printer (Dot Matrix)	Epson LQ-2180	BE9Y222291/ BE9Y222291	(Rani) - No longer used
7	Mohd Khairul Aimi bin A.Rahman	Printer (Dot Matrix)	Epson LQ-2180	BE9Y225268/ BE9Y225268	
8	Deivaraani A/P Paramasivam	Printer (Dot Matrix)	Epson DLQ-3500	DTEY003573/ DTEY003573	- No longer used
9	Deivaraani A/P Paramasivam	Printer (Dot Matrix)	Epson LQ-2190	SFM-PDMFR01/ MK3Y032140	
10	Kavithah a/p Kuppusamy	Printer (LaserJet)	Dell 2330d	DELL2350DN01/ 89021312	- Printer not function
11	Rajazvani a/p Balasundaram	Printer LaserJet	HP PRO M10 2d	VNC7705047	

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.	Deivaraani A/P Paramasivam	Barcode Reader	Datalogic QW2170	NQW2170-03/ G15I96224	IRHC01S03 - In use

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.
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Waiting for Purchase Request

No.	User	Device	Model	PO No.
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E. Budget Plan For 2022

No.	User	Device	Model	Computer Name/ Serial No.	Remark
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Additional

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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,



(Phang Huey Jun)
Head of Department/Plant/Farm/Hatchery
Front Sales Office

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
Front Sales Office