



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
 From : SFM - Beranang factory (HR & Administration)
 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 (HR & Administration) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others	Printer (LaserJet)	Projector
49	3	2	1	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Ho Khean Yih	Desktop	Dell OptiPlex 3046	SFM-BRHR01/ F2S0TF2	sophos 1
2.	Nurul Azura binti Abdul Karim	Desktop	Dell OptiPlex 3046	SFM-BRHR02/ F2X2TF2	Sophos 1.
3.	Nur Azrinshafika Binti Nazri	Desktop	Dell OptiPlex 3046	SFM-BRHR03/ F2TXSF2	Sophos 1.
4.	Nurul Azura binti Abdul Karim	Laptop	Dell Latitude E6330	SFM-HRNB21/ JK3RTY1	
5.	Choi Kah Wai	Laptop	Dell Latitude 3490	SFM-BRFTNB02/ 8ZYRKR2	sophos 2. Laptop and Adapter only. User dont want Beg.
6.	Ho Khean Yih	Printer (LaserJet)	HP P2015	P2015-AQUA01/ CNC1H41705	
7.	Nurul Azura binti Abdul Karim	Printer (LaserJet)	Dell 2230d	CJX5SH1/ CJX5SH1	NOT IN USE

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.

♦ 7/22/2021

IT Asset Declaration 2021 & Budget Survey 2022

Thank you

Yours faithfully,

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Head of Department/Plant/Farm/Hatchery
HR & Administration

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

(
AVP and above
HR & Administration

INTERNAL USE

Effective Date : 30 May 2019