ASSET DECLARATION & BUDGET SURVEY *FORM*

ATM-FM07

To   :   Information Technology Service Office

From   :   SFM - Beranang factory (Raw Material Warehouse)

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 (Raw Material Warehouse) :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (LaserJet)
7	4	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks	
1.	Gopinath a/l Marimuthu	Desktop	Dell OptiPlex 3046	SFM-BRRM01/ 4BR5LG2	sophos old	✔
2.	Sarwin Bin Dirin	Desktop	Dell OptiPlex 3046	SFM-BRRM03/ 4BL1LG2	sophos 1	✔
3.	Mohd Adnin bin Abd Kadir	Desktop	Dell OptiPlex 3046	SFM-BRRM04/ 4BL5LG2	sophos old	✔
4.	Gopinath a/l Marimuthu	Printer (LaserJet)	HP 2035	CNC0500754/ CNC0500754		✔
5.	Ahmad Sofian bin Abd Karim	Printer (LaserJet)	Dell 2330d	SFM-BRFGPR01/ SFMFGPR01	Damaged	✗

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	Ahmad Sofian bin Abd Karim	Desktop	Dell OptiPlex 3046	SFM-BRFG01	4BQDLG2
2	Semon A/L Sathorukkan	Desktop	Dell OptiPlex 3046	SFM-BRS401	5NMDLG2

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

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

Yours faithfully,

(_____)

Head of Department/Plant/Farm/Hatchery
Raw Material Warehouse

INTERNAL USE
Effective Date : 30 May 2019

Approved by,

(_____)

AVP and above
Raw Material Warehouse