



## ASSET DECLARATION &amp; BUDGET SURVEY FORM

ATM-FM07

**To** : Information Technology Service Office  
**From** : SFM - Beranang factory ( Front Sales Office )  
**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 ( Front Sales Office ) :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Others	Printer (Dot Matrix)	Printer (LaserJet)	Scanner Barcode
7	4	1	4	1	3

**B. Detailed Information Of Active IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Deivaraani A/P Paramasivam	Desktop	Dell OptiPlex 3046	SFM-BRFS02/ F2R2TF2	sophos 1
2.	Rajazvari a/p Balasundaram	Desktop	Dell OptiPlex 3046	SFM-BRFS03/ F2Q2TF2	sophos 1
3.	Mohd Khairul Aimi bin A.Rahman	Desktop	Dell OptiPlex 3046	SFM-BRRP02/ F2MZSF2	sophos 1
4.	Kavithah a/p Kuppusamy	Desktop	Dell OptiPlex 3046	SFM-BRSP01/ FQ1ZSF2	sophos 1
5.	Deivaraani A/P Paramasivam	Printer (Dot Matrix)	Epson LQ-2180	BE9Y222291/ BE9Y222291	(Rani)
6.	Mohd Khairul Aimi bin A.Rahman	Printer (Dot Matrix)	Epson LQ-2180	BE9Y225268/ BE9Y225268	
7.	Deivaraani A/P Paramasivam	Printer (Dot Matrix)	Epson DLQ-3500	DTEY003573/ DTEY003573	
8.	Deivaraani A/P Paramasivam	Printer (Dot Matrix)	Epson LQ-2190	SFM-PDMFR01/ MK3Y032140	
9.	Kavithah a/p Kuppusamy	Printer (LaserJet)	Dell 2330d	DELL2350DN01/ 89021312	

**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		Datalogic QW2170	NQW2170-03/ G15I96224	IRHC01S03

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,

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

( )  
**Head of Department/Plant/Farm/Hatchery**  
Front Sales Office

( )  
**AVP and above**  
Front Sales Office

**INTERNAL USE**  
Effective Date : 30 May 2019