



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.

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
HR & Administration

(
AVP and above
HR & Administration

INTERNAL USE
Effective Date : 30 May 2019