



## ASSET DECLARATION &amp; BUDGET SURVEY FORM

ATM-FM07

**To** : Information Technology Service Office  
**From** : SFM - Beranang factory ( Productivity Development )  
**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 ( Productivity Development ) :

**A. Summary of IT Asset**

No. Of Staff	Laptop	Printer (LaserJet)	Projector
1	1	1	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Shamimudeen bin Mohamed Yasin	Laptop	Dell Latitude 3490	SFM-BRFTNB06/ CR6B1W2	User not in the office

**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.	Shamimudeen bin Mohamed Yasin	Printer (LaserJet)	HP P2015	CNC1H41708/ CNC1H41708	Faulty

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

( )

7/22/2021

Productivity Development

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

IT Asset Declaration 2021 & Budget Survey 2022

**AVP and above**  
Productivity Development