



## ASSET DECLARATION &amp; 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/ 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/ 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

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

7/22/2021

Yours faithfully,

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**Head of Department/Plant/Farm/Hatchery**  
Raw Material Warehouse  
**INTERNAL USE**  
*Effective Date : 30 May 2019*

IT Asset Declaration 2021 & Budget Survey 2022

Approved by,

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**AVP and above**  
Raw Material Warehouse