



## ASSET DECLARATION &amp; BUDGET SURVEY FORM

ATM-FM07

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

**A. Summary of IT Asset**

No. Of Staff	Desktop	Printer (LaserJet)
2	2	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Subramaniam a/l Chinniah	Desktop	Dell OptiPlex 3046	SFM-BRMT04/ 5NM3LG2	Sophos 1
2.	Kanapathi a/l Suntarrajan	Desktop	Dell OptiPlex 3040	SFM-BRMT05/ GJZ3YC2	Sophos old

**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.	Subramaniam a/l Chinniah	Printer (LaserJet)	Dell 2350dn	2350D-AQUA01/ 4THFGN1	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**  
Store

(  
**AVP and above**  
Store

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