



# SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 **FORM**

ATM-FM08

**To** : SFM - Beranang factory ( Central Procurement )  
**From** : Information Technology Service Office  
**Date** : 8th September 2021

## SUMMARY OF IT ASSET 2021 & BUDGET 2022

We refer to the above matter.

Following is the summary for SFM - Beranang factory ( Central Procurement ) :

### A. Summary of IT Asset

| No. Of Staff | Desktop | Laptop | Printer (Dot Matrix) | Printer (LaserJet) |
|--------------|---------|--------|----------------------|--------------------|
| 12           | 1       | 1      | 1                    | 1                  |

### B. Detailed Information Of Active IT Asset

| No. | User                | Device             | Model              | Asset ID/Computer Name/Serial No. |
|-----|---------------------|--------------------|--------------------|-----------------------------------|
| 1.  | Gopinath a/l Kannan | Desktop            | Dell OptiPlex 3046 | 1002650 / SFM-BRPC01 / F2W2TF2    |
| 2.  | Lee Poh Wah         | Printer (LaserJet) | Dell 1133          | 1000315 / 8MS4WL1 / 8MS4WL1       |
| 3.  | Lee Poh Wah         | Laptop             | Dell Latitude 3400 | 1005272 / SFM-BRACC01 / 7G90WZ2   |

### D. Pending Purchasing For 2021

#### Tech Refresh

| No. | User | Device | Model | PO No. |
|-----|------|--------|-------|--------|
|     |      |        |       |        |
|     |      |        |       |        |
|     |      |        |       |        |

### E. Budget Plan For 2022

#### Manage IT Asset

| No. | User                | Device  | Model              | Computer Name/ Serial No. | Remark   |
|-----|---------------------|---------|--------------------|---------------------------|----------|
| 1.  | Gopinath a/l Kannan | Desktop | Dell OptiPlex 3046 | SFM-BRPC01/ F2W2TF2       | Sophos 1 |
|     |                     |         |                    |                           |          |
|     |                     |         |                    |                           |          |
|     |                     |         |                    |                           |          |

#### New Request

| No. | User | Device | Model | PO No. |
|-----|------|--------|-------|--------|
|     |      |        |       |        |
|     |      |        |       |        |

If the information above is incorrect, please notify us via email to [itso.survey@cpmalaysia.com](mailto:itso.survey@cpmalaysia.com) before 20 August 2021.

Thank You

Yours faithfully,

**Information Technology Service Office**

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