



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

ATM-FM08

To : SFM - Beranang factory (Raw Material Purchasing)
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 (Raw Material Purchasing) :

A. Summary of IT Asset

No. Of Staff	Desktop
1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Fong Kai Yun	Desktop	Dell OptiPlex 3046	1002659 / SFM-BRRP01 / F2N1TF2

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.	Fong Kai Yun	Desktop	Dell OptiPlex 3046	SFM-BRRP01/ F2N1TF2	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 before 20 August 2021.

Thank You

Yours faithfully,

Information Technology Service Office

INTERNAL USE
Effective Date : 30 May 2019