



# SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

**To** : SFM - Beranang factory ( Store )  
**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 ( 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	Asset ID/Computer Name/Serial No.
1.	Kanapathi a/l Suntarrajan	Desktop	Dell OptiPlex 3040	/ SFM-BRMT05 / GJZ3YC2
2.	Subramaniam a/l Chinniah	Desktop	Dell OptiPlex 3046	/ SFM-BRMT04 / 5NM3LG2

### 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.	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

#### 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