

ASSET DECLARATION 2022 & BUDGET SURVEY 2023 **FORM**

ATM-FM07

**To** : Information Technology Service Office  
**From** : SFM - BERANANG FACTORY ( ACCOUNTS )  
**Date** : 10th August 2022

**RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023**

We refer to the above matter. The following is the declaration for SFM - BERANANG FACTORY ( ACCOUNTS ) :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Others
8	3	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	NURASYIKIN BINTI AMLAN	Desktop	Dell OptiPlex 3046	SFM-BRAC01/F2N4TF2	sophos 1
2.	NURASYIKIN BINTI AMLAN	Desktop	Dell OptiPlex 3046	SFM-BRAC02/F2PWSF2	sophos 1
3.	KAIRUL BARIAH BINTI MAT JAMA	Desktop	Dell Optiplex 3070	SFM-BRAC03/7MPHRZ2	SFM

**C. Inactive IT Asset**

The following asset list is not able to trace during IT Preventive Maintenance 2022 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 2022****Tech Refresh**

No.	User	Device	Model	PO No.

**New Request**

No.	User	Device	Model	PO No.

**E. Budget Plan For 2023****Manage IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remark

1.	NURASYIKIN BINTI AMLAN	Desktop	Dell OptiPlex 3046	SFM-BRAC01/ F2N4TF2	sophos 1
2.	NURASYIKIN BINTI AMLAN	Desktop	Dell OptiPlex 3046	SFM-BRAC02/ F2PWSF2	sophos 1

**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 2023'  
only. You may ignore this part if not related  
Approved by,

( )  
**Head of Department/Plant/Farm/Hatchery**  
ACCOUNTS

( )  
**AVP and above**  
ACCOUNTS

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