



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To : Information Technology Service Office
From : SFM - BERANANG FACTORY (CENTRAL PROCUREMENT)
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 (CENTRAL PROCUREMENT) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)
10	1	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Gopinath a/l Kannan	Desktop	Dell OptiPlex 3046	SFM-BRPC01/ F2W2TF2	Sophos 1
2.	LEE POH WAH	Laptop	Dell Latitude 3400	SFM- BRACC01/ 7G90WZ2	
3.	LEE POH WAH	Printer (LaserJet)	Dell 1133	8MS4WL1/ 8MS4WL1	

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
1.	Gopinath a/l Kannan	Printer (Dot Matrix)	Epson LQ-310	SFM- MNPRT01/ R9DY049192	NOT UTILIZED

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.	Gopinath a/l Kannan	Desktop	Dell OptiPlex 3046	SFM-BRPC01/ F2W2TF2	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
CENTRAL PROCUREMENT

()
AVP and above
CENTRAL PROCUREMENT

INTERNAL USE
Effective Date : 30 May 2019