

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

ATM-FM07

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

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (InkJet)	Printer (LaserJet)	Projector
30	4	4	1	1	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	NORHAIDA BINTI MOHD JAMIL	Desktop	Dell Optiplex 3050	SFM-BRFT02/ 9ZL09R2	sophos 2
2.	NUR ADLINA BINTI SAHAFUDIN	Desktop	Dell Optiplex 3050	SFM- BRENG01/ 44YYTK2	sophos 1
3.	Mohd Khairul Izzat bin Mohd Nor	Desktop	Dell Optiplex 3080	SFM-BRPD05/ BNXFTD3	
4.	Mohd Khairul Izzat bin Mohd Nor	Desktop	Dell Optiplex 3080	SFM-BRPD06/ F7G3NF3	Monitor : 5NX6MY2
5.	NATTAWUT CHUAKUL	Laptop	Dell Latitude 3420	SFM- BRENGNB03/ 118ZQG3	
6.	Fatin Farhana Binti Mohd Zamrie	Laptop	Dell Latitude 3490	SFM- BRFTNB05/ 2GDB1W2	
7.	Mohd Saiful Wazir bin Mohd Yunus	Laptop	Dell Latitude 3400	SFM- BRENGNB04/ 9G90WZ2	
8.	MOHD KHAIRUL IZZAT BIN MOHD NOR	Laptop	Dell Latitude 3400	SFM- BRENGNB02/ CG90WZ2	
9.	MOHD KHAIRUL IZZAT BIN MOHD NOR	Printer (LaserJet)	HP OFFICEJET PRO 7720 AIO	CN83825072/ CN83825072	

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.

1.	NATTAWUT CHUAKUL	Laptop	Dell Latitude 3420	4500227841

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.	NORHAIDA BINTI MOHD JAMIL	Desktop	Dell Optiplex 3050	SFM-BRFT02/ 9ZL09R2	sophos 2
2.	NUR ADLINA BINTI SAHAFUDIN	Desktop	Dell Optiplex 3050	SFM- BRENG01/ 44YYTK2	sophos 1
3.	MOHD KHAIRUL IZZAT BIN MOHD NOR	Printer (LaserJet)	HP OFFICEJET PRO 7720 AIO	CN83825072/ CN83825072	

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
ENGINEERING

()
AVP and above
ENGINEERING

INTERNAL USE
Effective Date : 30 May 2019