



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To : Information Technology Service Office
From : SFM - BERANANG FACTORY (FINISH PRODUCT WAREHOUSE)
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 (FINISH PRODUCT WAREHOUSE) :

A. Summary of IT Asset

No. Of Staff	Desktop	PDA	Printer (LaserJet)	Scanner
7	5	8	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Mohamad Razif Bin Shahbudin	Desktop	Dell OptiPlex 3046	SFM-BRFG02/ 4BNZKG2	sophos 1
2.	Surayani Binti Muhamed Sabri	Desktop	Dell OptiPlex 3046	SFM-BRFG03/ 4BN5LG2	sophos 1
3.	PREMNATH A/L SELVARAJU	Desktop	Dell OptiPlex 3046	SFM-BRFG04/ 4BP1LG2	sophos 1
4.	Shankar A/l Perumal	Desktop	Dell OptiPlex 3046	SFM- BRRM02/ 4BN1LG2	sophos 1
5.	R.Puvanesvaran a/l Raman	Desktop	Dell OptiPlex 3046	SFM-BRFG07/ 1V241H2	sophos 1
6.	PREMNATH A/L SELVARAJU	Printer (LaserJet)	Others	SFM-PRT09/ VNC6N00624	HP PTO M102a

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.	Mohamad Razif Bin Shahbudin	Desktop	Dell OptiPlex 3046	SFM-BRFG02/4BNZKG2	sophos 1
2.	Surayani Binti Muhamed Sabri	Desktop	Dell OptiPlex 3046	SFM-BRFG03/4BN5LG2	sophos 1
3.	PREMNATH A/L SELVARAJU	Desktop	Dell OptiPlex 3046	SFM-BRFG04/4BP1LG2	sophos 1
4.	Shankar A/l Perumal	Desktop	Dell OptiPlex 3046	SFM-BRRM02/4BN1LG2	sophos 1
5.	R.Puvanesvaran a/l Raman	Desktop	Dell OptiPlex 3046	SFM-BRFG07/1V241H2	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
FINISH PRODUCT WAREHOUSE

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AVP and above
FINISH PRODUCT WAREHOUSE

INTERNAL USE
Effective Date : 30 May 2019