



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

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

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop
5	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	MUHAMMAD AKRAM BIN ABDUL ROPHA	Desktop	Dell Optiplex 3090	SFM-BRPD07/28CLPP3	
2.	SITI NOREENA BINTI ABDUL RAHMAN	Desktop	Dell Optiplex 3090	SFM-BRPCR01/2HM1SN3	
3.	NIK MOHD RAHIMIE BIN NIK SOH	Laptop	Dell Latitude 3410	SFM-BRFTNB08/9SN5563	Dell LT 3410

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	Remark

				Name/ Serial No.

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
FEED TECHNOLOGY

()
AVP and above
FEED TECHNOLOGY

INTERNAL USE
Effective Date : 30 May 2019