ASSET DECLARATION 2022 & BUDGET SURVEY 2023 *FORM*

ATM-FM07

To   : Information Technology Service Office

From : SFM - BERANANG FACTORY (HR & ADMINISTRATION)

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 (HR & ADMINISTRATION) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others	Printer (LaserJet)
10	3	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Ho Khean Yih	Desktop	Dell OptiPlex 3046	SFM-BRHR01/ F2S0TF2	sophos 1
2.	NURUL AZURA ABDUL KARIM	Desktop	Dell Optiplex 3090	SFM-BRHR05/ H3YSXP3	
3.	NUR AZRINSHAFIKA BINTI NAZRI	Desktop	Dell Optiplex 3090	SFM-BRHR04/ G3YSXP3	
4.	CHOI KAH WAI	Laptop	Dell Latitude 3490	SFM-BRFTNB02/ 8ZYRKR2	sophos 2. Laptop and Adapter only. User dont want Beg.
5.	HO KHEAN YIH	Printer (LaserJet)	HP P2015	P2015-AQUA01/ CNC1H41705	

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.	Ho Khean Yih	Desktop	Dell OptiPlex 3046	SFM-BRHR01/ F2S0TF2	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
HR & ADMINISTRATION

                              _____)

                              AVP and above
                              HR & ADMINISTRATION