

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

ATM-FM07

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

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (LaserJet)
50	4	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	RAJENDRAN A/L AYYASAMY	Desktop	Dell Optiplex 3090	SFM-BRMT12/ 58CLPP3	
2.	Mohd Amri bin Mohamad Nor	Desktop	Dell Optiplex 3050	SFM-BRMT07/ 7HV2LQ2	
3.	M.RAGUNATH A/L MOOKAN	Desktop	Dell Optiplex 3090	SFM-BRMT11/ 38CLPP3	
4.	MOHD AZRUL BIN AB RASIT	Desktop	Dell Optiplex 3090	SFM-BRMT10/ 48CLPP3	
5.	RAJENDRAN A/L AYYASAMY	Printer (LaserJet)	Dell E515DW	SFM-BRMTPR1/ 234L132	

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.	RAJENDRAN A/L AYYASAMY	Printer (LaserJet)	Dell 2330d	FS Dell 2330d/ JWZ1SG1	Faulty

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.	Mohd Amri bin Mohamad Nor	Desktop	Dell Optiplex 3050	SFM-BRMT07/7HV2LQ2	

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
MAINTENANCE

()
AVP and above
MAINTENANCE

INTERNAL USE
Effective Date : 30 May 2019