

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

ATM-FM07

**To** : Information Technology Service Office  
**From** : SFM - BERANANG FACTORY ( QUALITY CONTROL )  
**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 ( QUALITY CONTROL ) :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Laptop	Printer (InkJet)	Printer (LaserJet)	Scanner
31	13	5	1	1	1

**B. Detailed Information Of Active IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Mohd Afiq Bin Rozman	Desktop	Dell OptiPlex 3046	SFM-BRQC15/6J10TF2	sophos old
2.	MOHD FARIZ BIN YAKUP	Desktop	Dell Latitude 3490	SFM-BRFTNB03/FZYRKR2	sophos 2
3.	Mohamad Kharussani bin Mohamed Taib	Desktop	Dell Optiplex 3050	SFM-BRQC11/C5P1GL2	sophos 1
4.	UMMI SYUHADA BINTI YAKUB	Desktop	Dell Optiplex 3050	SFM-BRFT03/9Y759R2	sophos 2
5.	MUHAMAD AZRI BIN MD YUNOS	Desktop	Dell OptiPlex 3060	SFM-BRFT04/8TL80T2	
6.	Kumari Geetha A/P Muniandy	Desktop	Dell OptiPlex 3070	SFM-BRQC13/CXSCNX2	
7.	Norhidayah binti Mohamad Ayob	Desktop	Dell OptiPlex 3070	SFM-BRQC14/73PL643	
8.	MOHD NURSANI BIN SATURNINO	Desktop	Dell Optiplex 3090	SFM-BRQCP01/6HM1SN3	
9.	NORHIDAYAH BINTI MOHD AYOB	Desktop	Dell Optiplex 3090	SFM-BRQC22/9HM1SN3	
10.	NORHIDAYAH BINTI MOHD AYOB	Desktop	Dell Optiplex 3090	SFM-BRQC21/1HM1SN3	
11.	NORHIDAYAH BINTI MOHD AYOB	Desktop	Dell Optiplex 3090	SFM-BRQC23/3HM1SN3	
12.	MOHAMAD KHARUSSANI BIN MOHAMED TAIB	Desktop	Dell Optiplex 3090	SFM-BRQC25/7HM1SN3	
13.	Gunaseelan A/L Raju	Desktop	Dell Optiplex 3090	SFM-BRQC26/8HM1SN3	
14.	Yingpan Iadmun	Laptop	Dell Latitude 3400	SFM-BRQCNB02/8G90WZ2	
15.	Tinnakrit Thaveesuwan	Laptop	Dell Latitude E6320	SFM-BRQCNB03/4CWSDS1	B2020 Tinnakrit office
16.	Artit Poottamat	Laptop	Dell Latitude 3400	SFM-BRENGNB01/BG90WZ2	
17.	Kumari Geetha A/P Muniandy	Laptop	Others	SFM-BRQCNB01/FF0FR93	
18.	NORHIDAYAH BINTI MOHD AYOB	Printer (LaserJet)	Others	SFM-QCZebra01/	

			D1J181306451	

**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.	Artit Poottamat	Laptop	Dell Vostro 1320	SFM-RMNB01/DPYS4L1	Sophos old MIA User told already give to IT

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 Afiq Bin Rozman	Desktop	Dell OptiPlex 3046	SFM-BRQC15/6J10TF2	sophos old
2.	Mohamad Kharussani bin Mohamed Taib	Desktop	Dell Optiplex 3050	SFM-BRQC11/C5P1GL2	sophos 1
3.	UMMI SYUHADA BINTI YAKUB	Desktop	Dell Optiplex 3050	SFM-BRFT03/9Y759R2	sophos 2

**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

( )

QUALITY CONTROL

**AVP and above**  
QUALITY CONTROL

*INTERNAL USE*  
*Effective Date : 30 May 2019*