

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

ATM-FM07

To : Information Technology Service Office
From : SFM - BERANANG FACTORY (RAW MATERIAL 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 (RAW MATERIAL WAREHOUSE) :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (LaserJet)
4	6	3

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	AHMAD SOFIAN BIN ABD KARIM	Desktop	Dell OptiPlex 3046	SFM-BRFG01/4BQ0LG2	sophos 1
2.	SARWIN BIN DIRIN	Desktop	Dell OptiPlex 3046	SFM-BRRM03/4BL1LG2	sophos 1
3.	Mohd Adnin bin Abd Kadir	Desktop	Dell OptiPlex 3046	SFM-BRRM04/4BL5LG2	sophos old
4.	IZZAR BIN MUSA	Desktop	Dell OptiPlex 3046	SFM-BRSL01/5NM0LG2	
5.	SARWIN BIN DIRIN	Desktop	Dell Optiplex 3050	TTM-RW33/HF9BHI2	
6.	GOPINATH A/L MARIMUTHU	Desktop	Dell Optiplex 3090	SFM-BRRM07/1M7S6Q3	
7.	GOPINATH A/L MARIMUTHU	Printer (LaserJet)	HP 2035	CNC0500754/CNC0500754	
8.	AHMAD SOFIAN BIN ABD KARIM	Printer (LaserJet)	Dell 2330d	SFM-BRFGPR01/SFMFGPR01	Damaged
9.	GOPINATH A/L MARIMUTHU	Printer (LaserJet)	Others	SFM-PRT10/VNC6N01201	HP LASER JET PRO 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.	AHMAD SOFIAN BIN ABD KARIM	Desktop	Dell OptiPlex 3046	SFM-BRFG01/4BQ0LG2	sophos 1
2.	SARWIN BIN DIRIN	Desktop	Dell OptiPlex 3046	SFM-BRRM03/4BL1LG2	sophos 1
3.	Mohd Adnin bin Abd Kadir	Desktop	Dell OptiPlex 3046	SFM-BRRM04/4BL5LG2	sophos old
4.	IZZAR BIN MUSA	Desktop	Dell OptiPlex 3046	SFM-BRSL01/5NM0LG2	
5.	SARWIN BIN DIRIN	Desktop	Dell Optiplex 3050	TTM-RW33/HF9BHJ2	

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
RAW MATERIAL WAREHOUSE

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AVP and above
RAW MATERIAL WAREHOUSE

INTERNAL USE
Effective Date : 30 May 2019