

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

ATM-FM07

To : Information Technology Service Office
From : SFM - BERANANG FACTORY (SECURITY / SAFETY)
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 (SECURITY / SAFETY) :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (LaserJet)
4	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	JOHARI BIN MOHD SHARIF	Desktop	Dell Optiplex 3090	SFM-BRSH02/ G7CLPP3	
2.	JOHARI BIN MOHD SHARIF	Printer (LaserJet)	HP Laserjet Pro M227fdn MFP	SFM- BRSCPRT01/ VNC3X01364	Printer

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.	JOHARI BIN MOHD SHARIF	Printer	HP Laserjet Pro	SFM-	Printer

		(LaserJet)	M227fdn MFP	BRSCPRT01/ VNC3X01364	

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
SECURITY / SAFETY

()
AVP and above
SECURITY / SAFETY

INTERNAL USE
Effective Date : 30 May 2019