



## SUMMARY ASSET DECLARATION 2020 &amp; BUDGET SURVEY 2021 FORM

ATM-FM08

**To** : SFM - BERANANG FACTORY ( CENTRAL PROCUREMENT )

**From** : Information Technology Service Office

**Date** : 5th September 2022

## SUMMARY OF IT ASSET 2022 &amp; BUDGET 2023

We refer to the above matter.

Following is the summary for SFM - BERANANG FACTORY ( CENTRAL PROCUREMENT ) :

## A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)
9	1	1	0	1

## B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	Gopinath a/l Kannan	Desktop	Dell OptiPlex 3046	1002650 / SFM-BRPC01 / F2W2TF2
2.	LEE POH WAH	Printer (LaserJet)	Dell 1133	1000-11-11 / 8MS4WL1 / 8MS4WL1
3.	LEE POH WAH	Laptop	Dell Latitude 3400	1005-09-29 / SFM-BRACC01 / 7G90WZ2

## 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

## New Request

No.	User	Device	Model	PO No.

If the information above is incorrect, please notify us via email to [itso.survey@cpmalaysia.com](mailto:itso.survey@cpmalaysia.com) before 25 August 2022.

Thank You

Yours faithfully,

**Information Technology Service Office**

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