



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

To : SFM - BERANANG FACTORY (HR & ADMINISTRATION)

From : Information Technology Service Office

Date : 5th September 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

Following is the summary for SFM - BERANANG FACTORY (HR & ADMINISTRATION) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Others	Printer (LaserJet)
11	3	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	CHOI KAH WAI	Laptop	Dell Latitude 3490	1003-02-08 / SFM-BRFTNB02 / 8ZYRKR2
2.	HO KHEAN YIH	Printer (LaserJet)	HP P2015	1000-08-05 / P2015-AQUA01 / CNC1H41705
3.	Ho Khean Yih	Desktop	Dell OptiPlex 3046	1002647 / SFM-BRHR01 / F2S0TF2
4.	NUR AZRINSHAFIKA BINTI NAZRI	Others	Others	/ AA-IPPH32 / 3142018111403986
5.	NUR AZRINSHAFIKA BINTI NAZRI	Desktop	Dell Optiplex 3090	/ SFM-BRHR04 / G3YSXP3
6.	NURUL AZURA ABDUL KARIM	Desktop	Dell Optiplex 3090	/ SFM-BRHR05 / H3YSXP3

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 before 25 August 2022.

Thank You

Yours faithfully,

Information Technology Service Office

INTERNAL USE
Effective Date : 30 May 2019