

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

ATM-FM07

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

**A. Summary of IT Asset**

| No. Of Staff | Desktop | Printer (LaserJet) |
|--------------|---------|--------------------|
| 50           | 4       | 2                  |

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

| No. | User                      | Device             | Model              | Computer Name/ Serial No. | Remarks |
|-----|---------------------------|--------------------|--------------------|---------------------------|---------|
| 1.  | RAJENDRAN A/L AYYASAMY    | Desktop            | Dell Optiplex 3090 | SFM-BRMT12/<br>58CLPP3    |         |
| 2.  | Mohd Amri bin Mohamad Nor | Desktop            | Dell Optiplex 3050 | SFM-BRMT07/<br>7HV2LQ2    |         |
| 3.  | M.RAGUNATH A/L MOOKAN     | Desktop            | Dell Optiplex 3090 | SFM-BRMT11/<br>38CLPP3    |         |
| 4.  | MOHD AZRUL BIN AB RASIT   | Desktop            | Dell Optiplex 3090 | SFM-BRMT10/<br>48CLPP3    |         |
| 5.  | RAJENDRAN A/L AYYASAMY    | Printer (LaserJet) | Dell E515DW        | SFM-BRMTPR1/<br>234L132   |         |
|     |                           |                    |                    |                           |         |
|     |                           |                    |                    |                           |         |
|     |                           |                    |                    |                           |         |

**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.  | RAJENDRAN A/L AYYASAMY | Printer (LaserJet) | Dell 2330d | FS Dell 2330d/<br>JWZ1SG1 | Faulty  |
|     |                        |                    |            |                           |         |
|     |                        |                    |            |                           |         |

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 Amri bin Mohamad Nor | Desktop | Dell Optiplex 3050 | SFM-BRMT07/7HV2LQ2        |        |
|     |                           |         |                    |                           |        |
|     |                           |         |                    |                           |        |
|     |                           |         |                    |                           |        |

**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,

( )

**Head of Department/Plant/Farm/Hatchery  
MAINTENANCE**

*INTERNAL USE  
Effective Date : 30 May 2019*

\*Approval is required for 'Budget Plan 2023' only. You may ignore this part if not related  
Approved by,

( )

**AVP and above  
MAINTENANCE**