



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

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

A. Summary of IT Asset

| No. Of Staff | Desktop |
|--------------|---------|
| 6 | 1 |

B. Detailed Information Of Active IT Asset

| No. | User | Device | Model | Computer Name/ Serial No. | Remarks |
|-----|---------------------|---------|--------------------|---------------------------|---------|
| 1. | ZAHIRRUDDIN BIN ANI | Desktop | Dell Optiplex 3090 | SFM-BRPK02/88CLPP3 | |
| | | | | | |
| | | | | | |
| | | | | | |

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 |
|-----|------|--------|-------|---------------------------|--------|
| | | | | | |
| | | | | | |
| | | | | | |

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,

Zahirruddin

()

Head of Department/Plant/Farm/Hatchery
PACKING

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

()

AVP and above
PACKING

INTERNAL USE
Effective Date : 30 May 2019