



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
From : PKA - Port Klang feedmill (Feedmill Engineering)
Date : 21st July 2021

RE : IT ASSET DECLARATION 2021 & IT BUDGET SURVEY 2022

We refer to the above matter. The following is the declaration for PKA - Port Klang feedmill (Feedmill Engineering) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Monitor	Printer (LaserJet)	Server
5	1	6	4	1	9

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Rodney Belare Paul	Desktop	Dell OptiPlex 3060	PKA-PKMT07/ 9FB69R2	Monitor Serial number : FL8FPR2 CN-0YYJR6-FCCOO-88V-DGTB Sophos 2 MIA
2.	Harjono Sutanto	Laptop	Dell Precision M4600	PKA-PKNB02/ 6XM8LQ1	TR2021 - JAN (PCA : 6523104272 & CCA : 652310400) harjono.su
3.	Baranitharan A/L Chandra Sekaran	Laptop	Dell Latitude 3480	PKA-MTNB02/ 1P81PJ2	
4.	Chua Mun Keat	Laptop	Dell Latitude 3480	PKA-MTNB01/ 2P81PJ2	
5.	Dayalan Rau A/L Ravi Dass	Laptop	Dell Latitude 3400	PKA-PKNB46/ 3HWFWMW2	
6.	Rodney Belare Paul	Laptop	Dell Latitude 3400	PKA-PKNB45/ 134FMW2	
7.	Harjono Sutanto	Laptop	Dell Latitude 3490	PKA-PKNB03/ 9VY6R93	dELL IATITUDE 3520 S/N: 9VY6R93
8.	Harjono Sutanto	Printer (LaserJet)	Dell 1135n	Dell 1135n (Engineering Dept.)/ Dell 1135n MFP	

C. Inactive IT Asset

The following asset list is not able to trace during IT Preventive Maintenance 2021 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 2021**Waiting for Vendor/IT Delivery**

No.	User	Device	Model	PO No.	Asset ID	New Serial No.

Waiting for Purchase Request

No.	User	Device	Model	IO No.

E. Budget Plan For 2022

No.	User	Device	Model	Computer Name/ Serial No.	Remark

Additional

No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		

4.	Others ()		
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Hereby, we clarify the information given is accurate and complete.

Thank you

Yours faithfully,

*Approval is required for 'Budget Plan 2022' only. You may ignore this part if not related
Approved by,

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Head of Department/Plant/Farm/Hatchery
Feedmill Engineering

INTERNAL USE
Effective Date : 30 May 2019

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AVP and above
Feedmill Engineering