



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
From : PKA - Port Klang feedmill (Feed Ingredient Trading)
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 (Feed Ingredient Trading) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (LaserJet)	Scanner
4	3	1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Khoo Teck Hock	Desktop	Dell Optiplex 3050	PKA-PKPC04/ 3WJW9P2	Sophos 1
2.	Ang Shel Lee	Desktop	Dell OptiPlex 3070	PKA-PKPC06/ 71LV933	
3.	Nusaibah Binti Roslan	Desktop	Dell OptiPlex 3070	PKA-PKPC07/ 71K0B33	
4.	Chee Yew Teng	Laptop	Dell Latitude 5290	PKA-PKPB40/ 6MT1QN2	
5.	Khoo Teck Hock	Printer (LaserJet)	Dell 2230d	Dell 2230d/ 2NX5SH1	

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 ()		

Hereby, we clarify the information given is accurate and complete.

Thank you

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

7/21/2021

Yours faithfully,

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Head of Department/Plant/Farm/Hatchery
Feed Ingredient Trading
INTERNAL USE
Effective Date : 30 May 2019

IT Asset Declaration 2021 & Budget Survey 2022

Approved by,

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AVP and above
Feed Ingredient Trading