



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
From : PKA - Port Klang feedmill (Feedmill Maintenance)
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 Maintenance) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)	Server
28	5	1	1	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Supramaniam A/L Ramanaidu	Desktop	Dell OptiPlex 790	PKA-PKMT03/ BZG8C2S	TR2021
2.	Tee Heng Buo	Desktop	Dell OptiPlex 3060	PKA-PKMT10/ H3J5WV2	
3.	Saravana A/L Ramanaidu	Desktop	Dell OptiPlex 3060	PKA-PKMT08/ H3S4WV2	
4.	Arunasalam A/L Krishnan	Desktop	Dell OptiPlex 3060	PKA-PKMT09/ H2V2WV2	
5.	Lim Boon Thiam	Desktop	Dell OptiPlex 3070	PKA-PKPC05/ 71KY933	
6.	Tee Heng Buo	Laptop	Dell Studio 1557	PKA-PKMT05/ CHZKKL1	user move to Port Klang
7.	Arunasalam A/L Krishnan	Printer (LaserJet)	Dell 1135n	DELL 1135n (Maintenance Dept)/ J98DQ1	
8.	Saravana A/L Ramanaidu	Printer (LaserJet)	Dell 1135n	PKA-PKPRTD01/ 3SZHMY1	Maintenance Store Office

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
1.	Ng Kok Hao	Printer (Dot Matrix)	Epson LQ-310	lq310-pka/ R9DY212630	Production

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
1.	Supramaniam A/L Ramanaidu	Desktop	Dell OptiPlex 790	PKA-PKMT03/ BZG8C2S	TR2021

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,

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

Approved by,

()
Head of Department/Plant/Farm/Hatchery
Feedmill Maintenance

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AVP and above
Feedmill Maintenance

INTERNAL USE
Effective Date : 30 May 2019