



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

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

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)
19	6	3	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Tan Choon Huee	Desktop	Dell OptiPlex 3070	PKA-PKPKC01/ 7LSCRZ2	
2.	Nor Shazana Binti Mohd Kamal	Desktop	Dell OptiPlex 3060	PKA-PKMR021/ H2Y2WV2	
3.	Nurull Nasirah Binti Haron	Desktop	Dell Optiplex 3050	PKA-PKFO01/ 3VXX9P2	Sophos 2
4.	Siti Nor Aishah Binti Osman	Desktop	Dell OptiPlex 3060	PKA-PKFO06/ H3M3WV2	
5.	Nor Shazana Binti Mohd Kamal	Desktop	Dell OptiPlex 3070	PKA-PKMR03/ CXXDNX2	
6.	K. Siva Ram A/L Krishna Muthi	Desktop	Dell OptiPlex 3070	PKA-PKWB01/ CXTFNX2	
7.	Chalothon Nueanim	Laptop	Dell Latitude 3470	PKA-TLNB06/ 2VC72C2	
8.	Amnart Phoothoson	Laptop	Dell Latitude 3490	PKA-PKNB05/ 1YNZ1W2	
9.	Siti Nor Aishah Binti Osman	Laptop	Dell Latitude 3400	PKA-PKNB52/ 6HWFWMW2	
10.	Nor Shazana Binti Mohd Kamal	Printer (Dot Matrix)	Epson LQ-2190	BE94158234/ BE94158234	
11.	Nor Shazana Binti Mohd Kamal	Printer (Dot Matrix)	Epson LQ-310	epson310-pka/ R90Y387309	

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

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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 Office

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AVP and above
Feedmill Office

INTERNAL USE
Effective Date : 30 May 2019