



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
From : PKA - Port Klang feedmill (Feed Technology & Animal Health)
Date : 23rd 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 Technology & Animal Health) :

A. Summary of IT Asset

No. Of Staff	Laptop
2	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Vivian Chong Mun Yee	Laptop	Dell Latitude E6330	PKA-PKNB43/ 6H0WYW1	B2020
2.	Vivian Chong Mun Yee	Laptop	Dell Latitude 5290	PKA-PKNB/ DSHM8S2	5 years warranty DR Vivian

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

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

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7/23/2021

Feed Technology & Animal Health

INTERNAL USE
Effective Date : 30 May 2019

IT Asset Declaration 2021 & Budget Survey 2022

AVP and above
Feed Technology & Animal Health