ASSET DECLARATION & BUDGET SURVEY *FORM*

ATM-FM07

To : Information Technology Service Office

From : PKA - Port Klang feedmill (Finance)

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 (Finance) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)
23	4	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Farhana binti Misri	Desktop	Dell Optiplex 3050	PKA-PKFN01/ 3VXT9P2	Sophos 2
2.	Wee Ai Mei	Desktop	Dell Optiplex 3050	PKA-PKFN02/ 3VNT9P2	Sophos 2
3.	Lim Kai Li	Desktop	Dell Optiplex 3050	PKA-PKFN04/ 3WHX9P2	
4.	Asmaa Aqilah Binti Mukhtar	Desktop	Dell OptiPlex 3070	PKA-PKFN05/ 71NX933	
5.	Yap Lee Meng	Laptop	Dell Latitude 5290	PKA-PKFN06/ 1V0DRV2	
6.	Ng Li Li	Laptop	Dell Latitude 3400	PKA-PKNB49/ 8HWFMW2	
7.	Farhana binti Misri	Printer (Dot Matrix)	Epson LQ-300+	Epson LQ300+ (1)/ C39502011L086X03026	

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,

Approved by,

_____
(   )
Head of Department/Plant/Farm/Hatchery
Finance

_____
(   )
AVP and above
Finance

INTERNAL USE
Effective Date : 30 May 2019