



## ASSET DECLARATION &amp; BUDGET SURVEY FORM

ATM-FM07

**To** : Information Technology Service Office  
**From** : PKA - Port Klang feedmill ( HR/General Affairs & Govt. Liaison )  
**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 ( HR/General Affairs & Govt. Liaison ) :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)	Printer (LaserJet)	Projector
11	4	5	1	1	1

**B. Detailed Information Of Active IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Nunthiwat a/l Jot Hin	Desktop	Dell OptiPlex 790	PKA-PKHR08/ 9TR4C2S	TR2021
2.	Nur Baizuri Binti Abdul Jaffar	Desktop	Dell Optiplex 3050	PKA-PKHR02/ 3VWW9P2	Sophos 2
3.	Mohd Hatarasna Bin Mohd Rashid	Desktop	Dell OptiPlex 3060	PKA-PKHR05/ H3FYVV2	Monitor Serial: 1L9Q4T2
4.	Yong Yoke Foong	Desktop	Dell OptiPlex 3070	PKA-PKHR10/ 71MY933	
5.	Ng Kui Chong	Laptop	Dell Latitude 5290	PKA-PKHRNB01/ C95QXT2	
6.	Prachot A/L Pet Kiaw	Laptop	Dell Latitude 3490	PKA-PKRB42/ 9RZRKR2	
7.	Chan Ju Lai	Laptop	Dell Latitude 3490	PKA-PKHRNB05/ 51PZ1W2	
8.	Yong Yoke Foong	Laptop	Dell Latitude 3400	PKA-PKRB54/ 4HWFWMW2	
9.	See Bee Bee	Laptop	Dell Latitude 3400	PKA-PKRB55/ H24FMW2	Crowstrike installed
10.	Yong Yoke Foong	Printer (Dot Matrix)	Epson LQ-2190	PKA- PKHREPSON01/ MK3Y031987	

**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.	Yong Yoke Foong	Printer (LaserJet)	HP P2015	CNC1H23789/ CNC1H23789	Damaged

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.	Nunthiwat a/l Jot Hin	Desktop	Dell OptiPlex 790	PKA-PKHR08/ 9TR4C2S	TR2021

Additional		
No.	Device	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**  
HR/General Affairs & Govt. Liaison

( )  
**AVP and above**  
HR/General Affairs & Govt. Liaison

**INTERNAL USE**  
Effective Date : 30 May 2019