



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

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

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop
8	4	3

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Usakni a/p Din Mi	Desktop	Dell Optiplex 3050	PKA-PKCP02/ 3VQV9P2	Sophos 2
2.	Norhairina Binti Hairolazmi	Desktop	Dell Optiplex 3050	PKA-PKCP01/ 3VVS9P2	Sophos 2
3.	Ho Kit Yeng	Desktop	Dell OptiPlex 3060	PKA-PKCP03/ H2W0WV2	Monitor s/n: BH9Q4T2
4.	Ng Mei Lan	Desktop	Dell OptiPlex 3060	PKA-PKCP04/ JPHH8F2	
5.	Yap Mei Qi	Laptop	Dell Latitude E6230	PKA-PKCNB17/ 8J24WZ1	B2020
6.	Chuah Chueng Zhan	Laptop	Dell Latitude E5440	PKA-PKCNB25/ 6SY6YZ1	B2020
7.	Chuah Chueng Zhan	Laptop	Dell Latitude 3490	PKA-PKCNB41/ 2NNTDP2	5 years warranty by dell

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,

(
Head of Department/Plant/Farm/Hatchery
General Purchasing

(
AVP and above
General Purchasing

INTERNAL USE
Effective Date : 30 May 2019