



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

To : Information Technology Service Office
From : PKA - Port Klang feedmill (HR & Administration)
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 & Administration) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Projector
49	3	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Kogilarasi A/P Subramaniam	Desktop	Dell Optiplex 3050	PKA-PKHR01/ 3VVZ9P2	Sophos 2
2.	Muhammad Shafiq Bin Farizan	Desktop	Dell OptiPlex 3060	PKA-PKHR06/ JPJ0LQ2	
3.	Abdul Rahim bin Zaharian	Desktop	Dell Optiplex 3080	PKA-PKHR07/ 3NXFTD3	
4.	Chan Chee Kiong	Laptop	Dell Latitude 5290	PKA-PKHRNB03/ HB5QXT2	Sophos 2
5.	Ho Liang Choon	Laptop	Dell Latitude 3490	PKA-PKHRNB04/ 6ZNZ1W2	

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

*Approval is required for 'Budget Plan 2022' only. You may ignore this part if not related

7/21/2021

IT Asset Declaration 2021 & Budget Survey 2022

Yours faithfully,

Approved by,

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Head of Department/Plant/Farm/Hatchery
HR & Administration
INTERNAL USE
Effective Date : 30 May 2019

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AVP and above
HR & Administration