



ASSET DECLARATION & BUDGET SURVEY FORM

ATM-FM07

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

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (InkJet)	Printer (LaserJet)	Projector	Scanner
15	1	1	1	1	2	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Chua Xui Li	Desktop	Dell OptiPlex 3060	PKA-PKHR04/ H3P2WV2	
2.	Chua Xui Li	Laptop	Dell Latitude E5440	PKA-PKNB29/ FFY6YZ1	For Meeting
3.	Chua Xui Li	Printer (LaserJet)	HP Color LaserJet Pro M251n	HP LASERJET PRO 200 COLOR M251n/ VNCJD00498	ip :10.201.21.30

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.	Chua Xui Li	Scanner	HP ScanJet G2410	HP ScanJet G2410/ CN97RV2111	In Store Room

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

7/21/2021

Yours faithfully,

(_____)
Head of Department/Plant/Farm/Hatchery
Management Office

INTERNAL USE
Effective Date : 30 May 2019

IT Asset Declaration 2021 & Budget Survey 2022

this part if not related
Approved by,

(_____)
AVP and above
Management Office