ASSET DECLARATION & BUDGET SURVEY *FORM*

ATM-FM07

To   : Information Technology Service Office

From : PKA - Port Klang feedmill (Quality Control)

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 (Quality Control) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (LaserJet)	Printer (Thermal)
52	11	1	1	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Chiam Mei Jee	Desktop	Dell OptiPlex 3040	PKA-PKCCTV01/ GHZ3YC2	Servis tag : 35915413394 Sophos old
2.	Cheah Ying See	Desktop	Dell Optiplex 3050	PKA-PKQC01/ 3VXW9P2	Sophos 2
3.	Dr Nor Syaadah Binti Omar	Desktop	Dell Optiplex 3050	PKA-PKQC05/ 3VXV9P2	Sophos 2
4.	Chua Xui Min	Desktop	Dell Optiplex 3050	PKA-PKQC02/ 3VRS9P2	Sophos 2
5.	Sanusi Bin Daud	Desktop	Dell Optiplex 3050	PKA-PKQC04/ 3VX0BP2	Sophos 2
6.	Noriha Binti Ismail	Desktop	Dell Optiplex 3050	PKA-PKQC12/ ddy7mp2	Sophos 2
7.	Lee Shin Shin	Desktop	Dell OptiPlex 3060	PKA-PKQC10/ H2G0WV2	
8.	Chiam Mei Jee	Desktop	Dell OptiPlex 3060	PKA-PKQC11/ JPHM8T2	
9.	Khairul Anuar Bin Anwar	Desktop	Dell OptiPlex 3060	PKA-PKQC13/ JPHYKG2	
10.	Krishna Veny A/P Gopal	Desktop	Dell OptiPlex 3060	PKA-PKQC07/ JPHL7C2	
11.	Parameswary A/P Muniandy	Desktop	Dell OptiPlex 3070	PKA-PKQC09/ C6XQ6Z2	WIN 7 32BIT OS NIR Software
12.	Sanusi Bin Daud	Printer (Thermal)	Zebra ZT220	PKA-PKZEBRA/ 52J150601005	FOR QC LAB USE
13.	Noriha Binti Ismail	Printer (Thermal)	Others	ZEBRA TLP 2844/ 45J090900647	Zebra thermal printer TLP 2844 -Z
14.	Lee Shin Shin	Laptop	Dell Latitude E5440	CPMY-SAPNB03/ 4JY6YZ1	TR2021
15.	Dr Nor Syaadah Binti Omar	Printer (LaserJet)	Dell 2230d	BLQ5SH1/ BLQ5SH1	

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/	Remark

			Serial No.	

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
Quality Control

_____
(   )

AVP and above
Quality Control

INTERNAL USE
Effective Date : 30 May 2019