

ASSET DECLARATION 2022 & BUDGET SURVEY 2023 **FORM**

ATM-FM07

To : Information Technology Service Office
From : PKA - PORT KLANG FEEDMILL (FEED INGREDIENT TRADING)
Date : 23rd August 2022

RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023

We refer to the above matter. The following is the declaration for PKA - PORT KLANG FEEDMILL (FEED INGREDIENT TRADING) :

A. Summary of IT Asset

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

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Khoo Teck Hock	Desktop	Dell Optiplex 3050	PKA-PKPC04/3WJW9P2	Sophos 1
2.	Nusaibah Binti Roslan	Desktop	Dell OptiPlex 3070	PKA-PKPC07/71K0B33	
3.	Chee Yew Teng	Laptop	Dell Latitude 5290	PKA-PKPB40/6MT1QN2	
4.	Ang Shel Lee	Desktop	Dell OptiPlex 3070	PKA-PKPC06/71K0B33	

C. Inactive IT Asset

The following asset list is not able to trace during IT Preventive Maintenance 2022 as confirmed by person in charge :

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Khoo Teck Hock	Printer (LaserJet)	Dell 2230d	Dell 2230d/2NX5SH1	Damaged

We agreed that all inactive asset will be removed from IT Asset Listing.

D. Pending Purchasing For 2022**Tech Refresh**

No.	User	Device	Model	PO No.

New Request

No.	User	Device	Model	PO No.

E. Budget Plan For 2023**Manage IT Asset**

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No.	User	Device	Model	Computer Name/ Serial No.	Remark
1.	Khoo Teck Hock	Desktop	Dell Optiplex 3050	PKA-PKPC04/ 3WJW9P2	Sophos 1

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

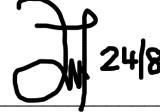
Yours faithfully,

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Head of Department/Plant/Farm/Hatchery
FEED INGREDIENT TRADING

INTERNAL USE
Effective Date : 30 May 2019

*Approval is required for 'Budget Plan 2023' only. You may ignore this part if not related
Approved by,



(Chee Yew Teng)
AVP and above
FEED INGREDIENT TRADING