

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

ATM-FM07

**To** : Information Technology Service Office  
**From** : PKA - PORT KLANG FEEDMILL ( FEEDMILL PRODUCTION )  
**Date** : 5th September 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 ( FEEDMILL PRODUCTION ) :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Printer (LaserJet)
1	3	1

**B. Detailed Information Of Active IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Abd Hamid Bin Ibrahim	Desktop	Dell OptiPlex 3060	PKA-PKMT06/ 9F249R2	Monitor Serial number : 2N8HPR2 CN-OYY--JR6-FCCOO-88V- DHHB PRODUCTION PC
2.	Abd Hamid Bin Ibrahim	Desktop	Dell OptiPlex 3060	PKA-PKCR02/ CXX9NX2	
3.	Yushairi Bin Salleh	Desktop	Dell OptiPlex 3070	PKA-PKCR03/ 71NT933	
4.	Abd Hamid Bin Ibrahim	Printer (LaserJet)	HP Laserjet Pro M227fdn MFP	PKA- CRPrinter/ VNH38800450	Control Room Office AIO HP LaserJet M227fdn

**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

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**

No.	User	Device	Model	Computer Name/ Serial No.	Remark
1.	Abd Hamid Bin Ibrahim	Printer (LaserJet)	HP Laserjet Pro M227fdn MFP	PKA-CRPrinter/VNH38800450	Control Room Office AIO HP LaserJet M227fdn

**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 2023' only. You may ignore this part if not related  
Approved by,

( )  
**Head of Department/Plant/Farm/Hatchery**  
FEEDMILL PRODUCTION

( )  
**AVP and above**  
FEEDMILL PRODUCTION

*INTERNAL USE*  
*Effective Date : 30 May 2019*