

1.	Khairul Nizam b. Abdul Hanid	Tablet		No.	FOR INTERNAL QC.

**Additional**

No.	Device	Quantity	Purpose
1.	Laptop		
2.	Desktop		
3.	Printer		
4.	Others ( )		

Hereby, we clarify the information given is accurate and complete.

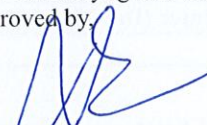
Thank you

Yours faithfully,



(DR. NOR SYAZDAH)  
Head of Department/Plant/Farm/Hatchery  
FEED PREMIX

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



(DR. SAKDA AUNSIAM)  
AVP and above  
FEED PREMIX

INTERNAL USE  
Effective Date : 30 May 2019



## ASSET DECLARATION 2022 &amp; BUDGET SURVEY 2023 FORM

ATM-FM07

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

## RE : IT ASSET DECLARATION 2022 &amp; IT BUDGET SURVEY 2023

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

## A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (LaserJet)
4	1	1	1

## B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Raja Raud A/L Saminathan	Desktop ✓	Dell OptiPlex 3060 ✓	PKA-PKPMX01/H2CYVV2 ✓	
2.	Raja Raud A/L Saminathan	Printer (Dot Matrix) ✓	Epson LQ-300 ✓	DCAY144133/DCAY144133 ✓	
3.	Ravindran A/L Sandreygesen	Printer (LaserJet) ✓	Dell B1265dnf ✓	PKA-PLAS02/152L7S1 ✓	reused for long term
4.	Ravindran A/L Sandreygesen	Desktop	Dell OptiPlex 3050	PKA-PKPMX03/7H ZILQ2	

## 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	Remark