



SUMMARY ASSET DECLARATION 2020 & BUDGET SURVEY 2021 FORM

ATM-FM08

To : PKA - PORT KLANG FEEDMILL (HR & ADMINISTRATION)

From : Information Technology Service Office

Date : 28th September 2022

SUMMARY OF IT ASSET 2022 & BUDGET 2023

We refer to the above matter.

Following is the summary for PKA - PORT KLANG FEEDMILL (HR & ADMINISTRATION) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Projector
9	3	3	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Asset ID/Computer Name/Serial No.
1.	ABDUL HAKIM BIN SHAMSHUDDIN	Desktop	Dell Optiplex 3080	/ PKA-PKHR07 / 3NXFTD3
2.	Chan Chee Kiong	Laptop	Dell Latitude 5290	1008586 / PKA-PKHRNB03 / HB5QXT2
3.	Ho Liang Choon		Dell 1210S	1003150 / DELL 1210S Projector01 / GRVYMY1
4.	Ho Liang Choon	Laptop	Dell Latitude 3490	1008584 / PKA-PKHRNB04 / 6ZNZ1W2
5.	Kogilarasi A/P Subramaniam	Laptop	Dell Latitude 3420	/ PKA-PKPNB63 / 54JV1B3
6.	Muhammad Shafiq Bin Farizan	Desktop	Dell OptiPlex 3060	1006273 / PKA-PKHR06 / JPJ0LQ2
7.	SITI MARYAM BINTI MOHD IBRAHIM	Desktop	Dell Optiplex 3050	/ PKA-PKHR01 / 3VVZ9P2

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

New Request

No.	User	Device	Model	PO No.

If the information above is incorrect, please notify us via email to itso.survey@cpmalaysia.com before 25 August 2022.

Thank You

Yours faithfully,

Information Technology Service Office

INTERNAL USE
Effective Date : 30 May 2019