

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

ATM-FM07

To : Information Technology Service Office
From : PKA - PORT KLANG FEEDMILL (FEEDMILL PRODUCTION)
Date : 23rd 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	Laptop	Printer (LaserJet)
2	3	2	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.	MOHD SAFUAN BIN HAJI MAN	Laptop	Dell Latitude 3480	PKA-PKCNB37/ D7L74F2	
5.	CHALOTHON NUEANIM	Laptop	Dell Latitude 5290	PKA-PKCNB76/ GRT1HL3	Dell Latitude 5320
6.	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.	MOHD SAFUAN BIN HAJI MAN	Laptop	Dell Latitude 3480	PKA-PKNB37/D7L74F2	
2.	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

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AVP and above
FEEDMILL PRODUCTION

INTERNAL USE
Effective Date : 30 May 2019