



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office
From : PKA - PORT KLANG FEEDMILL (FEED TECHNOLOGY)
Date : 26th 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 TECHNOLOGY) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop
3	1	4

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	LEE SHIN SHIN	Desktop	Dell Optiplex 3060	PKA-PKQC10/H2G0WV2	
2.	LEE SHIN SHIN	Laptop	Dell Latitude 3420	PKA-PKNB77/CTC3JL3	
3.	VIVIAN CHONG MUN YEE	Laptop	Dell Latitude 5290	PKA-PKNB60/DSHM8S2	5 years warranty DR Vivian
4.	YONG KET KONG	Laptop	Dell Latitude 3420	PKA-PKNB80/74ZFML3	
5.	Muhammad Hamizan Bin Nor Azman	Laptop	Dell Latitude E5440	CPJ-KPNB01/6RY6YZ1	
6.	SAEDA AUNSIAM	Laptop	Dell Latitude 5310	PKA-PKNB80/CTVS 963	

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.	Muhammad Hamizan Bin Nor Azman	Laptop	Dell Latitude E5440	ICPJ-KPNB01/ 6R76Y21	Request Refreshment for 2023

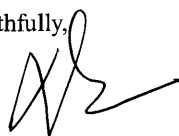
Additional

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

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

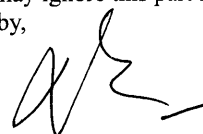
Thank you

Yours faithfully,



(DR SAKDA AUNSIAM)
**Head of Department/Plant/Farm/Hatchery
 FEED TECHNOLOGY**

*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 TECHNOLOGY**

INTERNAL USE
 Effective Date : 30 May 2019