



ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office

From : PKA - PORT KLANG FEEDMILL (HR / GENERAL AFFAIRS & GOVT. LIAISON)

Date : 25th 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 (HR / GENERAL AFFAIRS & GOVT. LIAISON) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop
2	4	3

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	NUR BAIZURI BINTI ABDUL JAFFAR	Desktop	Dell Optiplex 3050	PKA-PKHR02/3VWW9P2	
2.	NUNTHIWAT A/L JOT HIN	Desktop	Dell Optiplex 3050	PKA-PKHR08/3VNT9P2	
3.	MOHD HATARASNA BIN MOHD RASHID	Desktop	Dell Optiplex 3060	PKA-PKHR05/H3FYVV2	Monitor Serial: 1L9Q4T2
4.	EVON YONG YOKE FOONG	Desktop	Dell Optiplex 3070	PKA-PKHR10/71MY933	
5.	NG KUI CHONG	Laptop	Dell Latitude 5290	PKA-PKHRNB01/C95QXT2	
6.	CHAN JU LAI	Laptop	Dell Latitude 3490	PKA-PKHRNB05/51PZ1W2	
7.	SEE BEE BEE	Laptop	Dell Latitude 3400	PKA-PKNB55/H24FMW2	Crowstrike installed ✓

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

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No.	User	Device	Model	PO No.

E. Budget Plan For 2023**Manage IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remark
1.	NUR BAIZURI BINTI ABDUL JAFFAR	Desktop	Dell Optiplex 3050	PKA-PKHR02/3VWW9P2	
2.	NUNTHIWAT A/L JOT HIN	Desktop	Dell Optiplex 3050	PKA-PKHR08/3VNT9P2	

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,

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Head of Department/Plant/Farm/Hatchery
HR / GENERAL AFFAIRS & GOVT.
LIAISON

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AVP and above
HR / GENERAL AFFAIRS & GOVT.
LIAISON

INTERNAL USE
Effective Date : 30 May 2019