



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

ATM-FM07

To : Information Technology Service Office

From : PKA - PORT KLANG FEEDMILL ( GENERAL PURCHASING )

Date : 26th 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 ( GENERAL PURCHASING ) :

## A. Summary of IT Asset

No. Of Staff	Desktop	Laptop
3	4	3

## B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	NORHAIRINA BINTI HAIROLAZMI	Desktop	Dell Optiplex 3090	PKA-PKCP05/9ZV41Q3	
2.	Usakni a/p Din Mi	Desktop	Dell Optiplex 3050	PKA-PKCP02/3VQV9P2	Sophos 2
3.	NORHAIRINA BINTI HAIROLAZMI	Desktop	Dell Optiplex 3050	PKA-PKCP01/3VVS9P2	Sophos 2
4.	Ng Mei Lan	Desktop	Dell OptiPlex 3060	PKA-PKCP04/JPHH8F2	
5.	Chuah Chueng Zhan	Laptop	Dell Latitude E6230	PKA-PKNB17/8J24WZ1	B2020
6.	Chuah Chueng Zhan	Laptop	Dell Latitude E5440	PKA-PKNB25/6SY6YZ1	B2020
7.	Chuah Chueng Zhan	Laptop	Dell Latitude 3490	PKA-PKNB41/2NNTDP2	5 years warranty by dell
8.	HO POH YING	desktop	DELL 3060	H2W0WV2	PKA-PKCP03

## 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.	Usakni a/p Din Mi	Desktop	Dell Optiplex 3050	PKA-PKCP02/3VQV9P2	Sophos 2
2.	NORHAIRINA BINTI HAIROLAZMI	Desktop	Dell Optiplex 3050	PKA-PKCP01/3VVS9P2	Sophos 2

**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,

( C HUA # C.2 )

**Head of Department/Plant/Farm/Hatchery**  
GENERAL PURCHASING

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

( )

**AVP and above**  
GENERAL PURCHASING

INTERNAL USE  
Effective Date : 30 May 2019