

ASSET DECLARATION 2022 & BUDGET SURVEY 2023 FORM

ATM-FM07

To : Information Technology Service Office

 $From: \mbox{PKA} - \mbox{PORT} \mbox{ KLANG FEEDMILL}$ ($\mbox{MANAGEMENT OFFICE}$)

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 (MANAGEMENT OFFICE):

A. Summary of IT Asset

| No. Of Staff D | Desktop | Laptop | Printer (InkJet) | Printer (LaserJet) | Projector | Scanner |
|----------------|---------|--------|------------------|--------------------|-----------|---------|
| 3 1 | | 4 | 1 | 1 | 3 | 1 |

B. Detailed Information Of Active IT Asset

| No. | No. | User | Device | Model | 1 | Remarks |
|--|-----|-------------------------|------------|-----------------------|--------------|----------------------------------|
| 1. Chua Xui Li Desktop Dell OptiPlex 3060 PKA-PKHR04/ H3P2WV2 2. SANTIPHARP SEESUWANPHIP Laptop Microsoft Surface Pro 7+ 026218213753 card 3. CHUA XUI LI Laptop Dell Latitude E5440 L5440- PKANB08/ BRY6YZ1 4. CHUA XUI LI Laptop Dell Latitude E5440 CPF-ITNB31/ 64Y6YZ1 Dell Latitude E5440 CPF-ITNB31/ 64Y6YZ1 Dell Latitude E5440 PKA-PKNB29/ FFY6YZ1 Tor Refresh COLOR M251n PRO 200 COLOR M251n/ | | | | | Name/ Serial | |
| 2. SANTIPHARP SEESUWANPHIP Laptop Microsoft Surface Pro 7+ 026218213753 card 3. CHUA XUI LI Laptop Dell Latitude E5440 PKA-PKNB70/ Kingston 256GB MicroSD Memo 026218213753 card Meeting Room - Upstairs laptop PKANB08/ BRY6YZ1 4. CHUA XUI LI Laptop Dell Latitude E5440 CPF-ITNB31/ 64Y6YZ1 Meeting Room Conference - lapto downstairs JW 55XZI 5. Chua Xui Li Laptop Dell Latitude E5440 PKA-PKNB29/ FFY6YZ1 PKA-PKNB29/ FFY6YZ1 For Meeting (WHA IT NOW FFY6YZ1 FOR Refresh HP Color LaserJet Pro M251n M251n PRO 200 COLOR M251n/ | | | | | No. | |
| 2. SANTIPHARP SEESUWANPHIP Laptop Microsoft Surface Pro 7+ 026218213753 card 3. CHUA XUI LI Laptop Dell Latitude E5440 Loptop Dell Latitude E5440 CHUA XUI LI Laptop Dell Latitude E5440 CPF-ITNB31/ 64Y6YZ1 Meeting Room Conference - laptor 64Y6YZ1 Meeting Room Conference - laptor 64Y6YZ1 Dell Latitude E5440 PKA-PKNB29/ FFY6YZ1 For Meeting ("WHA IT NOW FFY6YZ1 FOR 200 COLOR M251n PRO 200 COLOR M251n/ | 1. | Chua Xui Li | Desktop | Dell OptiPlex 3060 | PKA-PKHR04/ | |
| 7+ 026218213753 card 3. CHUA XUI LI Laptop Dell Latitude E5440 L5440- PKANB08/ BRY6YZ1 4. CHUA XUI LI Laptop Dell Latitude E5440 CPF-ITNB31/ 64Y6YZ1 Meeting Room Conference - laptor 64Y6YZ1 5. Chua Xui Li Laptop Dell Latitude E5440 PKA-PKNB29/ FFY6YZ1 6. Chua Xui Li Printer (LaserJet) HP Color LaserJet Pro M251n M251n PRO 200 COLOR M251n/ | | | | | H3P2WV2 | |
| 3. CHUA XUI LI Laptop Dell Latitude E5440 PKANB08/ BRY6YZ1 4. CHUA XUI LI Laptop Dell Latitude E5440 CPF-ITNB31/ 64Y6YZ1 5. Chua Xui Li Laptop Dell Latitude E5440 Dell Latitude E5440 PKA-PKNB29/ FFY6YZ1 FFY6YZ1 Chua Xui Li Printer (LaserJet) HP Color LaserJet Pro M251n Meeting Room - Upstairs laptop Meeting Room Conference - laptor 64Y6YZ1 Meeting Room - Upstairs laptop Meeting Room - Upstai | 2. | SANTIPHARP SEESUWANPHIP | Laptop | Microsoft Surface Pro | PKA-PKNB70/ | Kingston 256GB MicroSD Memory |
| PKANB08/BRY6YZ1 4. CHUA XUI LI Laptop Dell Latitude E5440 CPF-ITNB31/ 64Y6YZ1 downstairs W D 5 x Z I 5. Chua Xui Li Laptop Dell Latitude E5440 PKA-PKNB29/For Meeting FFY6YZ1 6. Chua Xui Li Printer (LaserJet) HP Color LaserJet Pro M251n PRO 200 COLOR M251n/ | | | | 7+ | 026218213753 | card |
| BRY6YZ1 4. CHUA XUI LI Laptop Dell Latitude E5440 CPF-ITNB31/ 64Y6YZ1 downstairs W D 5 × Z I 5. Chua Xui Li Laptop Dell Latitude E5440 PKA-PKNB29/ FFY6YZ1 6. Chua Xui Li Printer (LaserJet) HP Color LaserJet Pro M251n PRO 200 COLOR M251n/ | 3. | CHUA XUI LI | Laptop | Dell Latitude E5440 | L5440- | Meeting Room - Upstairs laptop |
| 4. CHUA XUI LI Laptop Dell Latitude E5440 CPF-ITNB31/ 64Y6YZ1 downstairs JWD5XZI 5. Chua Xui Li Laptop Dell Latitude E5440 PKA-PKNB29/ For Meeting WHA LI NOW FFY6YZ1 6. Chua Xui Li Printer (LaserJet) HP Color LaserJet Pro M251n Meeting Room Conference - lapto downstairs JWD5XZI HP Color LaserJet Pro PRO 200 COLOR M251n/ | | | | | PKANB08/ | |
| 64Y6YZ1 downstairs Dw 55xZ I 5. Chua Xui Li Laptop Dell Latitude E5440 PKA-PKNB29/For Meeting (WHA II NOW FFY6YZ1) 6. Chua Xui Li Printer HP Color LaserJet Pro HP LASERJET ip:10.201.21.30 M251n ROOLOR M251n/ | | | | | BRY6YZ1 / | |
| 5. Chua Xui Li Laptop Dell Latitude E5440 PKA-PKNB29/ For Meeting ("WHA LT NOW FFY6YZ1") 6. Chua Xui Li Printer (LaserJet) HP Color LaserJet Pro M251n PRO 200 COLOR M251n/ | 4. | CHUA XUI LI | Laptop | Dell Latitude E5440 | CPF-ITNB31/ | Meeting Room Conference - laptop |
| 6. Chua Xui Li Printer (LaserJet) Printer (LaserJet) Printer (LaserJet) PRO 200 COLOR M251n PRO 200 COLOR | | | | | 64Y6YZ1 | downstairs |
| 6. Chua Xui Li Printer (LaserJet) Printer M251n PRO 200 COLOR M251n/ PRO 201 PRO 200 | 5. | Chua Xui Li | Laptop | Dell Latitude E5440 | PKA-PKNB29/ | For Meeting ("WHA LT how) |
| (LaserJet) M251n PRO 200 COLOR M251n/ | | | | | FFY6YZ1 | for Refresh. |
| COLOR M251n/ | 6. | Chua Xui Li | Printer | HP Color LaserJet Pro | HP LASERJET | ip:10.201.21.30 |
| M251n/ | | | (LaserJet) | M251n | PRO 200 | |
| | | | | | COLOR | |
| VNCJD00498 | | | | | M251n/ | |
| | | | | | VNCJD00498 | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

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 | Computer Name/ Serial No. | Remarks |
|-----|-------------|--------|------------------------------------|---------------|
| 1. | Chua Xui Li | | HP ScanJet G2410/ CN97RV2111 | In Store Room |
| | | | | |

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 | 1 | Remark |
|-----|-------------------------|--------|-----------------------|--------------|-------------------------------|
| | | | | Name/ Serial | |
| | | | | No. | |
| 1. | SANTIPHARP SEESUWANPHIP | Laptop | Microsoft Surface Pro | PKA-PKNB70/ | Kingston 256GB MicroSD Memory |
| | | | 7+ | 026218213753 | card |
| | | | | | _ |
| | | | | | |
| | | | | | |

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,

Head of Department/Plant/Farm/Hatchery

MANAGEMENT OFFICE

INTERNAL USE Effective Date: 30 May 2019 *Approval is required for 'Budget Plan 2023' only. You may ignore this part if not related Approved by,

AVP and above

MANAGEMENT OFFICE