



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

ATM-FM07

**To** : Information Technology Service Office  
**From** : PKA - PORT KLANG FEEDMILL ( 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	Desktop	Laptop	Printer (InkJet)	Printer (LaserJet)	Projector	Scanner
3	1	4	1	1	3	1

**B. Detailed Information Of Active IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Chua Xui Li	Desktop	Dell OptiPlex 3060	PKA-PKHR04/H3P2WV2	
2.	SANTIPHARP SEESUWANPHIP	Laptop	Microsoft Surface Pro 7+	PKA-PKNB70/026218213753	Kingston 256GB MicroSD Memory card
3.	CHUA XUI LI	Laptop	Dell Latitude E5440	L5440-PKANB08/BRY6YZ1	Meeting Room - Upstairs laptop
4.	CHUA XUI LI	Laptop	Dell Latitude E5440	CPF-ITNB31/64Y6YZ1	Meeting Room Conference - laptop downstairs
5.	Chua Xui Li	Laptop	Dell Latitude E5440	PKA-PKNB29/FFY6YZ1	For Meeting (with IT now) for Refresh.
6.	Chua Xui Li	Printer (LaserJet)	HP Color LaserJet Pro M251n	HP LASERJET PRO 200 COLOR M251n/VNCJD00498	ip :10.201.21.30

**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
1.	Chua Xui Li		HP ScanJet G2410	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	Computer Name/ Serial No.	Remark
1.	SANTIPHARP SEESUWANPHIP	Laptop	Microsoft Surface Pro 7+	PKA-PKNB70/026218213753	Kingston 256GB MicroSD Memory card

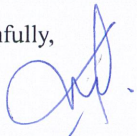

**Additional**

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,

  
  
 ( Chai Xui Li ) Ngkul Ching  
**Head of Department/Plant/Farm/Hatchery**  
**MANAGEMENT OFFICE**

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

  
 ( AVP )  
**AVP and above**  
**MANAGEMENT OFFICE**

**INTERNAL USE**  
 Effective Date : 30 May 2019