



**To** : Information Technology Service Office  
**From** : PKA - SENAWANG PLANT ( ACCOUNTS )  
**Date** : 17th August 2022

**RE : IT ASSET DECLARATION 2022 & IT BUDGET SURVEY 2023**

We refer to the above matter. The following is the declaration for PKA - SENAWANG PLANT ( ACCOUNTS ) :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)
18	15	4	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	LAI YING SZE	Desktop	Dell Optiplex 790	PKA-SWAC02/ HNWR92S	Fujitsu Scanner connected
2.	CHAY WAN MEI	Desktop	Dell Optiplex 3050	PKA-SWACC03/ DF08MP2	Monitor : 7HJ4LN2 Sophos 2
3.	PRIYA THARISHINI A/P KUMURASAMY	Desktop	Dell Optiplex 7010	PKA-SWAC22/ HQ1XY1	TR2021
4.	PUSHPA NANTHINI A/P PERIYASAMY	Desktop	Dell Optiplex 3050	PKA-SWACC02/ DDWCMP2	Monitor : D5J4LN2 Sophos 2
5.	HAIRUL FADZLY BIN LAN	Desktop	Dell Optiplex 3050	PKA-SWACC07/ DDW6MP2	Monitor : DGJ4LN2 Sophos 1
6.	LEE CHUNG YOKE	Desktop	Dell Optiplex 3050	PKA-SWACC01/ DF1BMP2	Monitor : FGJ4LN2 Sophos 1
7.	LOI JIA YAO	Desktop	Dell OptiPlex 3060	PKA-SWAC23/ GJYS8X2	
8.	LOI JIA YAO	Desktop	Dell OptiPlex 3070	PKA-SWAC10/ 7LYHRZ2	
9.	GOH YOKE ENG	Desktop	Dell Optiplex 3070	PKA-SWACC11/ 7LXGRZ2	
10.	CHONG KAH MAY	Desktop	Dell Optiplex 3070	PKA-SWAC18/ 73JN643	4GCCB23
11.	JIM BIN RASMAT	Desktop	Dell Optiplex 3070	PKA-SWAC17/ 73JK643	6HCCB23
12.	Mukhlas Shamin Bin Md Dzohir	Desktop	Dell OptiPlex 3070	PKA-SWAC20/ 73LH643	GJCCB23
13.	THEENESH A/L THANGARAJU	Desktop	Dell Optiplex 3070	PKA-SWAC19/ 73KQ643	7HCCB23
14.	MOHD DANIAL ZULFARIS BIN MOHD YAZID	Desktop	Dell Optiplex 3070	PKA-SWAC21/ 6PX61D3	dELL OPTIPLEX 3080 Monitor s/n:1VYBB93
15.	CHAY WAN MEI	Laptop	Dell Latitude E6330	PKASWNBLOAN01/ 5R9WZ1	LOAN
16.	CHAWIN KASEMTHRONPHORN	Laptop	Dell Latitude 3400	PKA-SWACNB03/ 6NGBHT2	
17.	LAI YING SZE	Laptop	Dell Latitude 3400	PKA-SWNB22/ 1H90WZ2	
18.	LEE JYE WAI	Laptop	Dell Latitude 3420	PKA-PKCNB71/ FVKSDL3	Transfer frm abu nidal laptop
19.	LOI JIA YAO	Printer (Dot Matrix)	Epson LQ-300+II	PKA-SWACCPD01/ G82Y245411	Beside Scanner Machine

**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.	LAI YING SZE	Desktop	Dell Optiplex 790	PKA-SWAC02/ HNWR92S	Fujitsu Scanner connected
2.	CHAY WAN MEI	Desktop	Dell Optiplex 3050	PKA- SWACC03/ DF08MP2	Monitor : 7HJ4LN2 Sophos 2
3.	PRIYA THARISHINI A/P KUMURASAMY	Desktop	Dell Optiplex 7010	PKA-SWAC22/ HQ1XYY1	TR2021
4.	PUSHPA NANTHINI A/P PERIYASAMY	Desktop	Dell Optiplex 3050	PKA- SWACC02/ DDWCMP2	Monitor : D5J4LN2 Sophos 2
5.	HAIRUL FADZLY BIN LAN	Desktop	Dell Optiplex 3050	PKA- SWACC07/ DDW6MP2	Monitor : DGJ4LN2 Sophos 1
6.	LEE CHUNG YOKE	Desktop	Dell Optiplex 3050	PKA- SWACC01/ DF1BMP2	Monitor : FGJ4LN2 Sophos 1

**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,

\_\_\_\_\_

( )  
**Head of Department/Plant/Farm/Hatchery**  
ACCOUNTS

(\_\_\_\_\_) )  
**AVP and above**  
ACCOUNTS

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