



To : Information Technology Service Office
From : PKA - SENAWANG PLANT (DOC SALES)
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 (DOC SALES) :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (LaserJet)
1	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	CHIN KWAI HEONG	Desktop	Dell Optiplex 3050	PKA-SWPR12/ C63ZFL2	Sophos 1
2.	CHIN KWAI HEONG	Printer (LaserJet)	Dell B1265dnf	J6YK7S1/ J6YK7S1	

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.	CHIN KWAI HEONG	Desktop	Dell Optiplex 3050	PKA-SWPR12/ C63ZFL2	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
DOC SALES

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AVP and above
DOC SALES

INTERNAL USE
Effective Date : 30 May 2019