



To : Information Technology Service Office
From : PKA - SENAWANG PLANT (FOOD DIVISION)
Date : 10th 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 (FOOD DIVISION) :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)
3	6	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	NURUL AZNIDA BINTI MD ARIFFIN	Desktop	Dell OptiPlex 7010	PKA-SWFP12/4F1XYY1	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200)
2.	Sofiah Binti Abd Latif	Desktop	Dell OptiPlex 780	PKA-SWPR07/D15H62S	TR2021 - JAN (PCA : 6523102072 & CCA : 652310200)
3.	Shahrim bin Ahmad	Desktop	Dell OptiPlex 7010	PKA-SWPK-25/ SJ1XYY1	TR2021 - JAN (PCA : 6523102082 & CCA : 652310200)
4.	Sofiah Binti Abd Latif	Desktop	Dell OptiPlex 780	PKA-SWPR09/125H62S	TR2021 - JAN (PCA : 6523102082 & CCA : 652310200)
5.	Halimah Binti Mohammed	Desktop	Dell Optiplex 3090	PKA-SWPR03/H4RWXP3	
6.	Halimah Binti Mohammed	Printer (Dot Matrix)	Epson LQ-310	PKA-SWPD05/R9DY461135	
7.	Sofiah Binti Abd Latif	Printer (Dot Matrix)	Epson LQ-300	At Packing Line/ G82Y182602	

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.	Halimah Binti Mohammed	Desktop	Dell OptiPlex 780	PKA-SWPR08/G15H62S	TR2021 - JAN (PCA : 6523102072 & CCA : 652310200)

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.	NURUL AZNIDA BINTI MD ARIFFIN	Desktop	Dell OptiPlex 7010	PKA-SWFP12/4F1XYY1	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200)
2.	Sofiah Binti Abd Latif	Desktop	Dell OptiPlex 780	PKA-SWPR07/D15H62S	TR2021 - JAN (PCA : 6523102072 & CCA : 652310200)
3.	Shahrim bin Ahmad	Desktop	Dell OptiPlex 7010	PKA-SWPK-25/SJ1XYY1	TR2021 - JAN (PCA : 6523102082 & CCA : 652310200)
4.	Sofiah Binti Abd Latif	Desktop	Dell OptiPlex 780	PKA-SWPR09/125H62S	TR2021 - JAN (PCA : 6523102082 & CCA : 652310200)

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
FOOD DIVISION

()
AVP and above
FOOD DIVISION