



To : Information Technology Service Office
From : PKA - SENAWANG PLANT (FPP MAINTENANCE)
Date : 19th 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 (FPP MAINTENANCE) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)
8	2	1	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	HAMDEE HENGPIYA	Laptop	Dell Latitude E5440	PKA-SWNB13/J4Y6YZ1	B2020

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.	Abdullah Sani Bin Abu Hasan	Desktop	Dell OptiPlex 780	PKA-SWMT07/1QQQ62S	TR2021 - JAN (PCA : 6523102049 & CCA : 652310200)
2.	Siti Zahraa Binti Ibrahim	Desktop	Dell OptiPlex 780	PKA-SWMT01/BCS692S	TR2021 - JAN (PCA : 6523102078 & 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**

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No.	User	Device	Model	Computer Name/ Serial No.	Remark

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,

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Head of Department/Plant/Farm/Hatchery
FPP MAINTENANCE

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AVP and above
FPP MAINTENANCE

INTERNAL USE
Effective Date : 30 May 2019