



**To** : Information Technology Service Office  
**From** : PKA - SENAWANG PLANT ( FINANCE )  
**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 ( FINANCE ) :

**A. Summary of IT Asset**

No. Of Staff	Desktop	Laptop
16	5	2

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Maimon Binti Zainudin	Desktop	Dell OptiPlex 790	PKA-SWFP04/ 2CVHC2S	TR2021
2.	Norhayati Binti Abdul Gani	Desktop	Dell Optiplex 3050	PKA- SWFIN03/ DF0FMP2	Monitor : BGJ4LN2 Sophos 1
3.	LAU CYYUNE	Desktop	Dell OptiPlex 3070	PKA- SWFIN06/ 73HQ643	JKCCB23
4.	WONG LEE FUING	Laptop	Dell Latitude 3420	PKA- SWNB32/ 1846SG3	
5.	YAU CHWAN YU	Laptop	Dell Latitude 3400	PKA- SWACNB02/ JGWVKT2	

**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.	Lee Siew Li	Desktop	Dell OptiPlex 790	PKA- SWAC12/ 5CVHC2S	TECH REFRESH MIA
2.	Maimon Binti Zainudin	Desktop	Dell OptiPlex 780	PKA- SWFIP08/ H5X192S	B2020 FAULTY

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.	Maimon Binti Zainudin	Desktop	Dell OptiPlex 790	PKA-SWFP04/ 2CVHC2S	TR2021
2.	Norhayati Binti Abdul Gani	Desktop	Dell Optiplex 3050	PKA- SWFIN03/ DF0FMP2	Monitor : BGJ4LN2 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**  
FINANCE

( )  
**AVP and above**  
FINANCE