To : Information Technology Service Office

From : PKA - SENAWANG PLANT (FOOD PLANNING)

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 (FOOD PLANNING) :

A. Summary of IT Asset

No. Of Staff	Desktop
1	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	SHAHRULZAMAN BIN IDRIS	Desktop	Dell Optiplex 780	PKA-SWFP19/ C15H62S	TR2021 - JAN (PCA : 6523102001 & CCA : 652310200)
2.	SHAHRULZAMAN BIN IDRIS	Desktop	Dell Optiplex 7010	PKA-SWFP33/ 3K1XYY1	TR2021 - JAN (PCA : 6523101670 & CCA : 652310100)

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.	SHAHRULZAMAN BIN IDRIS	Desktop	Dell Optiplex 780	PKA-SWFP19/ C15H62S	TR2021 - JAN (PCA : 6523102001 & CCA : 652310200)

2.	SHAHRULZAMAN BIN IDRIS	Desktop	Dell Optiplex 7010	PKA-SWFP33/ 3K1XYY1	TR2021 - JAN (PCA : 6523101670 & CCA : 652310100)

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 PLANNING

_____
(   )
AVP and above
FOOD PLANNING