



To : Information Technology Service Office
From : PKA - SENAWANG PLANT (FPP LOGISTIC)
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 (FPP LOGISTIC) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop
4	4	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Nasarudin Bin Selamat	Desktop	Dell OptiPlex 3070	PKA-SWFPP09/ 73KH643	3JCCB23
2.	Hasnoor Bin Hasan	Desktop	Dell OptiPlex 7010	PKA-SWPK24/ 4R5PF2S	
3.	Durairajoo A/L Nagarajan	Laptop	Dell Latitude 3400	PKA-SWNB23/ C7N2X72	

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.	Nooridayu Binti Mat Jalal	Desktop	Dell OptiPlex 790	PKA-SWPK10/ GNWR92S	B2020 FAULTY
2.	Nooridayu Binti Mat Jalal	Desktop	Dell OptiPlex 790	PKA-SWFP03/ BCVHC2S	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200) MIA

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.	Hasnoor Bin Hasan	Desktop	Dell OptiPlex 7010	PKA-SWPK24/4R5PF2S	

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
FPP LOGISTIC

()
AVP and above
FPP LOGISTIC