



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

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)
4	3	6

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	RAJESWARI A/P RAMASAMY	Desktop	Dell OptiPlex 7010	PKA-SWWH10/9G1XYY1	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200) WareHouse PK2
2.	Nur Farahain binti Ahmad Baharin	Desktop	Dell OptiPlex 780	PKA-SWWH02/B7K192S	TR2021 - JAN (PCA : 6522118201 & CCA : 652211800)
3.	MARIESSA SAVARIMUTHU	Desktop	Dell Optiplex 3080	PKA-SWWH08/BJ40DJ3	
4.	Sri Rajeswari a/p Batumale	Printer (Dot Matrix)	Others	EPSON590/FSWY048096	
5.	Nur Farahain binti Ahmad Baharin	Printer (Dot Matrix)	Epson LQ-2190	LQ2190FPP/MK3Y056077	
6.	Nur Farahain binti Ahmad Baharin	Printer (Dot Matrix)	Epson LQ-310	PKA-SWWHPD08/R9DY3888909	Production ms rajes MIA
7.	RAJESWARI A/P RAMASAMY	Printer (Dot Matrix)	Epson LQ-310	PKA-SWFPPPD07/R9DY388817	Production
8.	Nur Farahain binti Ahmad Baharin	Printer (Dot Matrix)	Epson LQ-310	PKA-PrinterWH01/R9DY388909	

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.	RAJESWARI A/P RAMASAMY	Desktop	Dell OptiPlex 7010	PKA-SWWH10/9G1XYY1	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200) WareHouse PK2
2.	Nur Farahain binti Ahmad Baharin	Desktop	Dell OptiPlex 780	PKA-SWWH02/B7K192S	TR2021 - JAN (PCA : 6522118201 & CCA : 652211800)

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 WAREHOUSE

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AVP and above
FPP WAREHOUSE