



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

**A. Summary of IT Asset**

No. Of Staff	Desktop	Printer (Dot Matrix)
2	5	2

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	SABARIYA BEEVI BINTI MOHAMED ESOF	Desktop	Dell OptiPlex 3040	PKA-SWFP15/4NJXY1	Dell OptiPlex 3010 MIA Sophos old
2.	Muhammad Rashid Bin Yahya	Desktop	Dell OptiPlex 7010	PKA-SWFP29/9R1XY1	TR2021 - JAN (PCA : 6523102002 & CCA : 652310200)
3.	Asma Binti Abu Hanipah	Desktop	Dell OptiPlex 3070	PKA-SWPK04/BPX61D3	Dell OptiPlex 3080 Monitor Serial no : JQ84F73
4.	Siti Mazuin Binti Mohd Sukor	Desktop	Dell Optiplex 3080	PKA-SWFP04/C3J3NF3	
5.	Siti Mazuin Binti Mohd Sukor	Printer (Dot Matrix)	Epson LQ-310	PKA-SWPD04/R9DY461139	
6.	Siti Mazuin Binti Mohd Sukor	Printer (Dot Matrix)	Epson LQ-300	G82Y144633/G82Y144633	

**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.	Panudat Suwanumporn	Desktop	Dell OptiPlex 790	PKA-SWFP20/CPNY92S	TR2021 - JAN (PCA : 6523102082 & 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**

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No.	User	Device	Model	PO No.

**E. Budget Plan For 2023**

**Manage IT Asset**

No.	User	Device	Model	Computer Name/ Serial No.	Remark
1.	Muhammad Rashid Bin Yahya	Desktop	Dell OptiPlex 7010	PKA-SWFP29/9R1XYY1	TR2021 - JAN (PCA : 6523102002 & CCA : 652310200)

**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 PRODUCTION

( )  
**AVP and above**  
FOOD PRODUCTION