



To : Information Technology Service Office
From : PKA - SENAWANG PLANT (FOOD SALES)
Date : 17th 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 SALES) :

A. Summary of IT Asset

No. Of Staff	Desktop	Laptop	Printer (Dot Matrix)
24	7	1	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	LEE YOKE LING	Desktop	Dell OptiPlex 3060	PKA-SWFS08/ JPHN7N2	
2.	SITI NOR FATHEHAH JAAFAR SIDEK	Desktop	Dell Optiplex 3090	PKA-SWFS10/ JCM1SN3	
3.	YONG PUI YEE	Desktop	Dell Optiplex 3070	PKA-SWFS01/ 73GL643	8HCCB23
4.	CHONG MEI LING	Desktop	Dell Optiplex 3070	PKA-SWFS02/ 73HN643	2JCC823
5.	LEE CHAI YOKE	Desktop	Dell Optiplex 3070	PKA-SWFS03/ 73HP643	JHCCB23
6.	EZZE NURFARHANI BINTI RAMLI	Desktop	Dell Optiplex 3060	PKA- SWPK09/ JPJ1H82	
7.	NG ENG KEAT	Laptop	Dell Latitude 3400	PKA- SWNB06/ 2HWVKT2	
8.	LEE YOKE LING	Printer (Dot Matrix)	Epson LQ-300+II	Epson LQ300/ G82Y293320	

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 Yoke Ling	Desktop	Dell OptiPlex 780	PP-SWFM03/ DR7292S	TR2021 - JAN (PCA : 6523101001 & CCA : 652310100) MIA
2.	Yong Pui Yee	Printer (Dot Matrix)	Epson LQ-300+	G82Y293323/ G82Y293323	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

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
FOOD SALES

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AVP and above
FOOD SALES