



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

**A. Summary of IT Asset**

No. Of Staff	Desktop	Printer (Dot Matrix)	Printer (LaserJet)
11	9	1	1

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Parinya Am Uad	Desktop	Dell OptiPlex 780	PKA-SWMX01/ B25H62S	TR2021 - JAN (PCA : 6523102072 & CCA : 652310200)
2.	Fateemah Krommueang	Desktop	Dell OptiPlex 7010	PKA-SWPK19/ IB1XYY1	TR2021 - JAN (PCA : 6523102001 & CCA : 652310200)
3.	Noor Azni Binti Mohd Nasir	Desktop	Dell OptiPlex 780	PKA-SWQC02/ 325H62S	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200)
4.	NUR HANI SURYATI MAULAT MOHAMED ZAHAR	Desktop	Dell OptiPlex 790	PKA-SWQC05/ 4CVHC2S	TR2021 - JAN (PCA : 6523102018 & CCA : 652310200)
5.	MARDIYAH BINTI AHMAD SHAFI	Desktop	Dell OptiPlex 790	PKA-SWQC09/ 2P4JC2S	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200)
6.	RABI SARKIMANGRAT	Desktop	Dell OptiPlex 3070	PKA-SWFT07/ 7PX61D3	FOOD TECH MONITOR SERIAL NO: JQF5F73
7.	NUR HANI SURYATI MAULAT MOHAMED ZAHAR	Desktop	Dell Optiplex 3090	PKA-SWQC16/ 5DM1SN3	
8.	MARDIYAH BINTI AHMAD SHAFI	Desktop	Dell Optiplex 3090	PKA-SWQC20/ 7DM1SN3	
9.	RABI SARKIMANGRAT	Printer (Dot Matrix)	Epson LQ-300+II	LQ-300+ii FOOD TECH/ G82Y182601	
10.	Norazah Binti Mat Jalal	Printer (LaserJet)	Others	HP CP1510/ CND9B7RNF9	HP Color LaserJet CP1510

**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.	Parimon Suksawang	Desktop	Dell OptiPlex 780	PKA-SWMT02/ 8DS692S	TR2021 - JAN (PCA : 6523102076 & CCA : 652310200) MIA

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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.	Parinya Am Uad	Desktop	Dell OptiPlex 780	PKA-SWMX01/B25H62S	TR2021 - JAN (PCA : 6523102072 & CCA : 652310200)
2.	Fateemah Krommueang	Desktop	Dell OptiPlex 7010	PKA-SWPK19/1B1XYY1	TR2021 - JAN (PCA : 6523102001 & CCA : 652310200)
3.	Noor Azni Binti Mohd Nasir	Desktop	Dell OptiPlex 780	PKA-SWQC02/325H62S	TR2021 - JAN (PCA : 6523102074 & CCA : 652310200)
4.	NUR HANI SURYATI MAULAT MOHAMED ZAHAR	Desktop	Dell OptiPlex 790	PKA-SWQC05/4CVHC2S	TR2021 - JAN (PCA : 6523102018 & CCA : 652310200)
5.	MARDIYAH BINTI AHMAD SHAFI	Desktop	Dell OptiPlex 790	PKA-SWQC09/2P4JC2S	TR2021 - JAN (PCA : 6523102074 & 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 TECHNOLOGY

( )  
**AVP and above**  
FOOD TECHNOLOGY