



To : Information Technology Service Office
From : PKA - SENAWANG PLANT (MAINTENANCE)
Date : 19th 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 (MAINTENANCE) :

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (LaserJet)
51	5	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	MOOK SIEW LING	Desktop	Dell Optiplex 3046	PKA-SWMT16/ BYG3TF2	ESC: 26027507630
2.	MOOK SIEW LING	Desktop	Dell Optiplex 3060	PKA-SWAPMI03/ JPHXSF2	
3.	MUHAMMAD SALEHAN BIN TUTOR	Desktop	Dell Optiplex 3060	PKA-SWAPMI04/ JPJ20J2	
4.	HUSZAIMY BIN THAMBY HUSSAIN	Desktop	Dell Optiplex 3060	PKA-SWAPMI01/ JPHN7C2	
5.	SITI ZAHRAA BINTI IBRAHIM	Desktop	Dell Optiplex 3060	PKA-SWAPMI02/ JPHDBW2	
6.	MOOK SIEW LING	Printer (LaserJet)	Dell 1135n	PKA-SWAPMPL01/ 86sz3m1	

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.	MOOK SIEW LING	Desktop	Dell Optiplex 3046	PKA-SWMT16/BYG3TF2	ESC: 26027507630

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
MAINTENANCE

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AVP and above
MAINTENANCE