



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

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (LaserJet)
284	10	1

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	NARIZAH BINTI AHMAD	Desktop	Dell OptiPlex 790	PKA-SWFP01/ 9CVHC2S	TR2021 - JAN (PCA : 6523102061 & CCA : 652310200)
2.	FAZLEEN BT ABDULLAH	Desktop	Dell OptiPlex 7010	PKA- SWFPP32/ 9H1XYY1	TR2021 - JAN (PCA : 6523102065 & CCA : 652310200)
3.	NARIZAH BINTI AHMAD	Desktop	Dell OptiPlex 790	PKA-SWPR05/ IDH8C2S	TR2021
4.	NARIZAH BINTI AHMAD	Desktop	Dell OptiPlex 7010	PKA-SWPR06/ BK03F02	TR2021 - JAN (PCA : 6523101001 & CCA : 652310100) muhammad khairidhwan bin abd aziz
5.	RAHMAH BINTI AHMAD	Desktop	Dell OptiPlex 780	PKA- SWQC01/ G5V192S	TR2021 - JAN (PCA : 6523102082 & CCA : 652310200)
6.	MOHD KHAIRUL ZAMRI AB RAHIM	Desktop	Dell Optiplex 3050	PKA- SWAPFP01/ 7HS2LQ2	Monitor : BLQDYP2 Sophos 1
7.	PANUDAT SUWANUMPORN	Desktop	Dell OptiPlex 3070	PKA- SWPK03/ 73KP643	FGCC823
8.	MOHD KHAIRUL ZAMRI AB RAHIM	Desktop	Dell OptiPlex 3070	PKA-SWFP26/ 73HJ643	
9.	UDOMSIN KOOBOON	Desktop	Dell OptiPlex 3070	PKA-SWFP28/ 73GQ643	5GCCB23 Senawang Plant
10.	FAZLEEN BT ABDULLAH	Desktop	Dell Optiplex 3090	PKA- SWFPP30/ FDM1SN3	
11.	NARIZAH BINTI AHMAD	Printer (LaserJet)	HP P2055D	HP P2055D/ CNC5162625	LOCATION PK2 - (PLANNER DEPT) - CNCJT02628

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.
1.	NARIZAH BINTI AHMAD	Desktop	Dell OptiPlex 790	4500189782

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.	NARIZAH BINTI AHMAD	Desktop	Dell OptiPlex 790	PKA-SWFP01/9CVHC2S	TR2021 - JAN (PCA : 6523102061 & CCA : 652310200)
2.	FAZLEEN BT ABDULLAH	Desktop	Dell OptiPlex 7010	PKA-SWFPP32/9H1XYY1	TR2021 - JAN (PCA : 6523102065 & CCA : 652310200)
3.	NARIZAH BINTI AHMAD	Desktop	Dell OptiPlex 790	PKA-SWPR05/1DH8C2S	TR2021
4.	NARIZAH BINTI AHMAD	Desktop	Dell OptiPlex 7010	PKA-SWPR06/BK03F02	TR2021 - JAN (PCA : 6523101001 & CCA : 652310100) muhammad khairidhwan bin abd aziz
5.	RAHMAH BINTI AHMAD	Desktop	Dell OptiPlex 780	PKA-SWQC01/G5V192S	TR2021 - JAN (PCA : 6523102082 & CCA : 652310200)
6.	MOHD KHAIRUL ZAMRI AB RAHIM	Desktop	Dell Optiplex 3050	PKA-SWAPFP01/7HS2LQ2	Monitor : BLQDYP2 Sophos 1

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
PRODUCTION**

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**AVP and above
PRODUCTION**