



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

A. Summary of IT Asset

No. Of Staff	Desktop	Printer (Dot Matrix)
0	2	2

B. Detailed Information Of Active IT Asset

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	Yee Wah Lun	Desktop	Dell OptiPlex 3070	PKA-SWAPWR01/7N2FRZ2	
2.	YEE WAH LUN	Desktop	Dell OptiPlex 3070	PKA-SWWHP01/73GN643	4KCCB23
3.	Ahmad Sabri Bin Mat Nor	Printer (Dot Matrix)	Epson LQ-310	PKA-SWFPPPD06/R9DY003239	

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

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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,

()
Head of Department/Plant/Farm/Hatchery
WAREHOUSE-PICKING

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AVP and above
WAREHOUSE-PICKING

INTERNAL USE
Effective Date : 30 May 2019