



**To** : Information Technology Service Office  
**From** : PKA - SENAWANG PLANT ( ACCOUNT (MIS) )  
**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 ( ACCOUNT (MIS) ) :

**A. Summary of IT Asset**

No. Of Staff	Laptop
2	2

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

No.	User	Device	Model	Computer Name/ Serial No.	Remarks
1.	KOBCHAI NIMUDOMSUK	Laptop	Microsoft Surface	PKA-SWNB18/007098473657	Replacement for faulty battery surface (new unit)
2.	LOI JIA YAO	Laptop	Latitude 3420	PKA-SWNB34/32D3JL3	

**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

**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

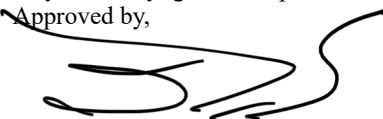
Yours faithfully,

  
( KOBCHAN. )

**Head of Department/Plant/Farm/Hatchery**  
ACCOUNT (MIS)

*INTERNAL USE*  
*Effective Date : 30 May 2019*

\*Approval is required for 'Budget Plan 2023'  
only. You may ignore this part if not related  
Approved by,



( TEERAPONG R. )  
**AVP and above**  
ACCOUNT (MIS)